

**1 JULY 1997**



**Personnel**

**TRICARE-ACTIVE DUTY FAMILY MEMBERS  
DENTAL PLAN (FMDP)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Department of Defense (DoD) 6010.8-R, July 1991 with Changes 1 - 9, *Civilian Health and Medical Program of the Uniformed Services (CHAMPUS)*. Use this instruction and the Dental Contractor's Program Benefits Booklet (BB) to determine all active duty family members' enrollment and disenrollment participation for the TRICARE- Active Duty Family Members Dental Plan (FMDP). If there is conflicting guidance published within the Department of Defense (DoD) 6010.8-R, and the Dental Contractor's Program Benefit Booklet (BB), the Federal Law, Title 10, United States Code (U.S.C.), chapter 55, sections 1076a and 1077 will take precedence. This instruction supports the Defense Enrollment Eligibility Reporting System (DEERS), the Air Force Personnel Data System (PDS), and the Defense Joint Military Pay Active Duty (DJMS-AC). It applies to all active duty Air Force activities, members of the Air Reserve Components (ARC) who are on extended active duty orders for the period of enrollment specified by the Dental Contractor, and to selected elements of the Air National Guard of the United States (ANGUS) who support in administering the FMDP.

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## Chapter 1

### TRICARE-FMDP ELIGIBILITY

#### *Section 1A—FMDP Program Goal Eligibility Established by Congress*

**1.1. Overview.** This chapter provides information on:

- Program Goal Eligibility.
- FMDP Eligibility Criteria.

**1.2. Example of Program Goal Eligibility.** In 1986, Congress established the Dependent Dental Plan (DDP) for the spouse, children, and eligible family members of active duty sponsors in the seven uniformed services:

- Army.
- Air Force.
- Coast Guard.
- Marine Corps.
- Navy.
- National Oceanic and Atmospheric Administration.
- Public Health Services.

**1.3. Example of Program Goal Non-Eligibility.** FMDP eligibility is not for:

- Active duty sponsors:
  - Regular Air Force.
  - Reserve Air Force.
  - Air National Guard.
- Former (separated) members:
  - Disabled Veteran.
  - Inactive National Guard.
  - Individual Ready Reserve.
  - Standby Reserve.
- Former members who separated under the following programs:
  - Selected Reserve Transition Program.
  - Special Separation Benefit (SSB).
  - Transition Assistance Management Program (TAMP).
  - Voluntary Separation Incentive (VSI).
- Retired sponsors:

- Regular Air Force.
- Reserve Air Force
- Air National Guard
- Former spouses.
- Parents:
  - Parents-in-law.
  - In loco parentis.
  - Adoptive parents.
- Air Force or contract employees.
- Family members who are not CHAMPUS eligible.

**1.4. Authority.** Title 10, U.S.C., chapter 55, describes when an individual's eligibility for military-sponsored health benefits begins and ends.

**1.4.1.** Federal law and regulation will govern over conflicting:

- State regulations.
- Charter requirements.
- Other state and local provisions involving dental insurance and prepayment programs.

**1.4.2.** The FMDP is a voluntary prepaid dental insurance program requiring monthly payroll deductions for insurance premium payment. Dental premiums are:

- Deducted the month prior to the month of coverage.
- Based upon family members' DEERS enrollment with CHAMPUS eligibility and not the number of family members listed in the Personnel Data System (PDS).

**1.5. Additional Publications.** Other source publications valuable in resolving FMDP issues include:

- AFM 30-130 (AFMAN 36-2622), volumes 1 and 3, provides system updating procedures for:
  - Base Level Military PDS.
  - Personnel Concept III (PC-III).
- AFI 36-2102, *Base Level Relocation Procedures*, directs active duty sponsors with family members to Customer Service Element for DEERS verification, and FMDP enrollment and disenrollment actions upon:
  - Permanent Change of Station (PCS).
  - Temporary Duty (TDY).
  - Separation.
  - Retirement.
- AFM 177-373, volume 1 provides information on Defense Finance and Accounting Service Denver (DFAS-DE) responsibilities to the FMDP.



- DEERS, Uniformed Services Active Duty FMDP Procedure Guide.

### ***Section 1B—FMDP Eligibility Criteria***

**1.6. FMDP Eligibility for Sponsor.** Sponsor must meet the following requirements to enroll in the FMDP:

- Must be on active duty for more than 30 consecutive days.
- If on extended active duty in the Air National Guard or Air Force Reserve, then the period must be at least 24 months.
- Have 24 months retention while in the service, unless an OCONUS returnee with 12 - 23 months retention. **NOTE:** Sponsor with less than 24 months retention is eligible for the FMDP program if:
  - Planning to reenlist.
  - Planning to continue in service.
  - Planning to test for the Weighted Airman Promotion (WAP).
  - Pending approval of a Career Job Reservation (CJR).

**1.7. FMDP Eligibility For Family Members.** Family members must meet the following requirements for FMDP benefits:

- Lawful spouse or common law spouse.
- Unmarried child.
- Full-time student over age 21, or has not attained the age of 23.
- Incapacitated student over age 21.
- Incapacitated child over age 21.
- Illegitimate child under age 21.
- Ward by court decree (legal custody or pre-adoptive only).
- Stepchild.

### ***NOTE:***

All DEERS enrolled and eligible family members with CHAMPUS eligibility must be enrolled in the FMDP or none at all, unless:

- Family members are geographically separated from each other and the sponsor elects to enroll one or more family members of the household and not the remaining family members.
- Family members are all under age four and the sponsor elects to enroll only one child.
- Stepchildren who were not adopted by the sponsor and sponsor and spouse divorce are not eligible to continue participation within the FMDP as well as ineligible to continue with DEERS entitlements and benefits.

**1.7.1.** Sponsor whose incapacitated family member cannot be seen by a dental contractor network provider:

- Does not have to enroll the family member in the FMDP.

- The family member will appear to be enrolled in the FMDP according to DEERS.
- May request dental care on a space available basis within the military Medical Treatment Facility (MTF) capabilities.

***NOTE:***

Sponsors must enroll family members on DD Form 2494-1, **Supplemental TRICARE - Active Duty Family Member Dental Plan (FMDP) Enrollment Election**, (attachment 3) if there is an incapacitated family member who will not receive FMDP coverages. Do not list the incapacitated family member on the DD Form 2494-1.

**1.8. Transition Assistance Management Programs:**

- This information applies to all transition assistance programs:
  - Selected Reserve Transition Program (SRP).
  - Special Separation Benefit (SSB).
  - TAMP Voluntary Separation Incentive (VSI).
- Sponsors who are currently eligible and enrolled in the FMDP are:
  - Entitled to the Transition Assistance (TA) Identification (ID) Card within 90 days of separation.
  - Considered active duty until effective date of separation; FMDP eligibility will cease upon date of separation.

## Chapter 2

### TRICARE-FMDP COVERAGE

#### *Section 2A—FMDP Coverage Background Criteria*

**2.1. Overview.** This chapter provides information on:

- Coverage Criteria.
- Types of Premiums.

**2.2. Introduction.** The FMDP is a "prepaid" program:

- Dental deductions from a sponsor's pay must be made in advance of coverage.
- Family members must be DEERS enrolled with CHAMPUS eligibility.
- Dental coverage begins on the 1st day of the month following enrollment.
- The FMDP provides comprehensive dental coverage for family members:
  - Some services are covered at 100 percent, while other services are covered at 80, 60, and 50 percent, etc.
  - Covered services may be subject to cost shares, maximums, and limitations.
  - Contact Health Benefits Advisor (HBA) or refer to the Dental Contractor's Benefit Booklet (BB) for details.

**2.3. Example of Coverage.** Customer Service Element signed receipt of DD Form 2494, **TRICARE - Active Duty Family Member Dental Plan (FMDP) Enrollment Election, (Attachment 2)** or 2494-1:

- Form completed and signed January 1, FMDP coverage will begin the following month, February 1.
- Form completed and signed January 31, FMDP coverage will begin the following month, February 1.

**2.4. Example of Non-Coverage.** Customer Service Element signed receipt of DD Form 2494 or 2494-1:

- Form completed and signed in January, FMDP coverage will not begin the same month, January 1.
- Form completed and signed in January, FMDP coverage will not begin retroactive to December 1.

#### **NOTES:**

- FMDP coverage is for full months only and partial months are not covered.
- FMDP premium deductions may not appear on the sponsor's Leave and Earning Statement (LES) during the initial enrollment processing, though coverage is effective on the 1st day of the month following enrollment.
- Do not counsel sponsors they should not participate in the FMDP until dental deductions appear on their LES; however, denied claims may be encountered. Resubmit denied claim and copy of LES (reflecting dental premium deductions) to the DEERS Support Office (DSO) for processing.
- Sponsors should verify that correct dental premiums are being deducted from their pay.

- Family members may contact the DSO Beneficiary Telephone Center for FMDP coverage verification prior to receiving dental services at:
  - 1-800-334-4162, CA.
  - 1-800-527-5602, AK and HI only.
  - 1-800-538-9552, all other states.

#### **2.4.1. Example Full Month Coverage:**

- Divorced sponsor with family members are enrolled in the FMDP. Sponsor remarries and the new spouse, including additional children through marriage i.e., stepchildren, are enrolled in DEERS. The new spouse and children's coverage will begin the 1st day of the following month upon DEERS enrollment:
- Sponsor divorces March 1 and remarries March 10, new spouse's and new children's FMDP coverage will begin April 1.

#### **2.4.2. Example, Lack of Full Month Non-Coverage:**

- Divorced sponsor with family members enrolled in the FMDP. Sponsor remarries and the new spouse, including additional children through marriage, i.e., stepchildren, are enrolled in DEERS:
- Sponsor divorces March 1 and remarries March 10, new spouse and children's FMDP coverage will not begin March 1. In this scenario, family members FMDP coverage would begin April 1.

**2.5. Dental Coverage Voluntary Termination.** Dental coverage terminates at 11:59 p.m. on the last day of the month when the DD Form 2494 for disenrollment is processed by the MPF Customer Service personnel. The final premium deduction will occur the last day of the month prior to the month the disenrollment is effective.

**2.5.1. Example Voluntary Termination.** Sponsor disenrolls from the FMDP 1 Jun 96, coverage ends 30 June 1996.

**2.5.2. Non-example Voluntary Termination.** Sponsor disenrolls from the FMDP 30 Jun 96, coverage is not in effect 1 July 1996.

#### **2.6. Dental Coverage Automatic Termination:**

- Released from active service:
  - Retired.
  - Permanent Disability Retired List (PDRL).
  - Temporary Disability Retired List (TDRL).
  - Transition Assistance Management Programs (TAMP).
- Loss of active duty pay:
  - Desertion.
  - Appellate Leave.
  - Prisoner (non-pay status).

- Death. Enrolled sponsor died while serving on active duty, FMDP coverage continues for 12 months following the last day of the month of death. Sponsor must have been enrolled in the FMDP program at the time of death.
- Retired sponsors' family FMDP coverage is terminated:
  - The last day of the month upon effective retirement date.
  - Active duty service date is always the last day of a month, and retirement date begins the 1st day of the following month.

**2.6.1. Standard Retirement Example.** Sponsor is released from active service effective 30 June 1996 and is placed on retirement effective 1 July 1996. FMDP coverage is in effect up to 30 June 1996. There is no FMDP coverage 1 July 1996.

**2.6.2. Disability Retirement Example.** Sponsor is released from active service 5 July 1996 and is placed on PDRL or TDRL effective 6 July 1996. FMDP coverage is in effect up to 31 July 1996. There is no FMDP coverage 1 August 1996.

**2.6.3. TAMP Example.** Sponsor is released from active service 9 June 1996 and TAMP eligibility begins 10 June 1996. FMDP coverage is in effect up to 30 June 1996. There is no FMDP coverage 1 July 1996.

***NOTE:***

Transition Assistance Management Programs:

- Sponsors who are on active duty while in terminal leave status:
- FMDP coverage may be initially disallowed by the dental contractor. Verification of sponsor's End of Month Leave and Earning Statement (LES) and DEERS FMDP coverage end date is required to continue with the dental plan up to the date of separation.

**2.6.4. Loss of Active Duty Pay Example.** Sponsor who is placed in Deserter status, on Appellate Leave, or is a Prisoner must be receiving active duty pay to remain eligible for enrollment in the FMDP and for family members to receive coverages. FMDP coverage terminates on the last day of the month of active service or loss of active duty pay.

***NOTE:***

All FMDP coverages for family members are terminated last day of the disenrollment month.

***Section 2B—Types Of FMDP Premiums***

**2.7. Premium Cost Background:**

- Congressional legislation establishing the dental plan, directed premium costs be shared by the government and the military sponsor.
- The government share is 60 percent while sponsors are responsible for the remaining 40 percent.

**2.7.1. Types of Premiums.** Eligible family members are enrolled in the FMDP as single or family.

**NOTES:**

- Single premium enrollment is for one family member only.
- Family premium is for two or more family members.
- A sponsor cannot enroll some family members and not enroll other DEERS and CHAMPUS eligible family members.
- All DEERS and CHAMPUS eligible family members must be enrolled or none at all if they reside in the same household, and at least one family member is 4 years of age or older.

**2.7.2. Single Premium.** Sponsors can enroll a family member by applying on DD Forms 2494 and 2494-1 under the single premium when there is:

- Only one family member age 4 or over, (code 1).
- One family member age 4 or over whom the sponsor elects to enroll, and one or more family members under age 4 whom the sponsor does not elect to enroll, (code 1).
- Only one family member under age 4, (code 3).
- Only one family member and sponsor elects enrollment for one child who is geographically separated from the other family members who will not be enrolled in the FMDP, (code 5).
- All family members are under age 4 and sponsor elects enrollment for one child only, (code 5).

**NOTE:**

Single premium (code 1) will automatically change to family premium (code 2) when the second family member reaches age 4, providing DEERS data is current on sponsor and family members.

**2.7.3. Family Premium.** Sponsor can enroll family members under the family premium by applying on DD Forms 2494 and 2494-1 when there are:

- Two or more family members age 4 or over, (code 2).
- One family member age 4 or over and one or more under the age 4 whom the sponsor elects to enroll, (code 2).
- More than one family member but not all of the family members are residing (remotely) in more than one physically separate location due to Permanent Change of Station (PCS), divorce, etc. (code 6).

**NOTES:**

- Family premium (code 2) may change to single premium (code 1), or cancel premium deductions upon family members DEERS End of Entitlement (EEN) expiration date.
- Family members must be CHAMPUS eligible to continue in the FMDP program.

## Chapter 3

### TRICARE-FMDP ENROLLMENT

#### *Section 3A—FMDP Enrollment*

**3.1. Overview.** This chapter provides information on:

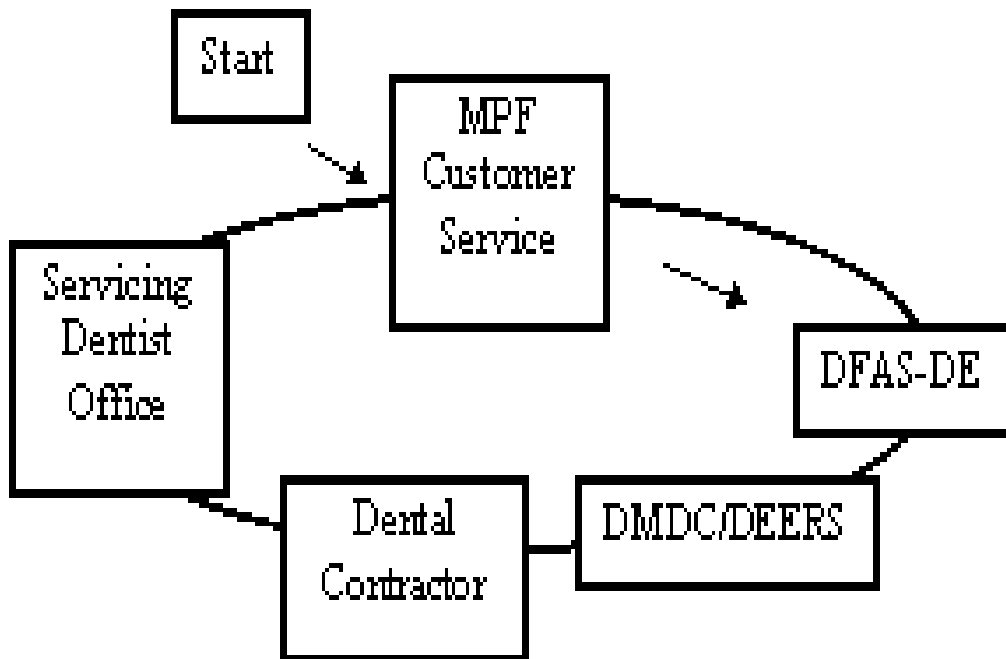
- Enrollment cycle process.
- 24-month enrollment criteria.
- Enrollment process.
- Enrollment procedures.
- Enrollment extension procedures for family members whose sponsor died while on active duty.
- OCONUS returnees enrollment (12-23 months retention).

**3.1.1. FMDP Enrollment Administration.** Each Uniformed Service is responsible for ensuring initial and subsequent enrollment:

- Active duty sponsor family members.
- Eligible active duty Air National Guard and Reservists.

**3.2. FMDP Enrollment Cycle Process.** This cycle illustrates how the FMDP process operates within the DoD.

**Figure 3.1. FMDP Enrollment Cycle Process.**



**NOTE:**

This enrollment cycle:

- Does not include action steps.
- Reflects series of events or phases that take place over time.
- Usually has an identifiable purpose or result.

**Section 3B—24-Month FMDP Enrollment Criteria**

**3.3. FMDP Enrollment Participation:**

- Participation within the FMDP is 24 months:
  - DoD contractual requirements dictates Uniformed Services are obligated to pay their "fair share" of FMDP premiums for 2 years upon sponsor's initial enrollment regardless if the sponsor completes the 24-month participation requirement.
- Certain limitations and restrictions apply while enrolling in the FMDP:
  - Two active duty sponsors cannot enroll the same family members, creating duplicate FMDP files in the DEERS.
  - Two active duty sponsors cannot enroll each other.
  - Joint Service Married (JSM) sponsors electing to enroll their children must enroll under one sponsor in DEERS.



- For JSM sponsor who is currently participating in the FMDP, the 24-month participating requirement is waived for enrollment under the remaining active sponsor. The remaining active duty sponsor may reenroll eligible family members regardless of remaining time in service.

***NOTE:***

FMDP enrollment not restricted to service plan area:

- Family members are not required to live in the FMDP service plan area to enroll in the FMDP.
- Family members can only use the plan in the service areas:
  - U.S.
  - Canada.
  - Guam.
  - Puerto Rico.
  - U.S. Virgin Islands.

**3.3.1. Family members who accompany their sponsor OCONUS:**

- May remain enrolled in the FMDP.
- Enroll while stationed OCONUS.

**3.3.2. Example 24-Month Enrollment Exceptions:**

- Family members accompany the sponsor on Permanent Change of Station (PCS) orders to other geographic locations outside the U.S., Canada, Guam, Puerto Rico, or the U.S. Virgin Islands.
- Sponsor's family members require dental clearance from the military MTF prior to OCONUS PCS.
- Sponsor transfers to a CONUS station where dental care is provided to a family member at the MTF. Under this circumstance, plan benefits must not have been used since arrival at the new duty station.
- Child reaches age 21 or 23 if enrolled full time at an accredited institution of higher learning.
- Family member dies.
- Sponsor leaves active duty service.

***NOTES:***

- Sponsors who disenroll their families may reenroll them in the FMDP at any time.
- Reenrollment must be for a minimum of 24 months, unless otherwise stated in the 24-month enrollment exceptions.

**3.3.3. Non-Example 24-Month Enrollment Exceptions:**

- Sponsor elects to initially enroll family members in the FMDP upon OCONUS Assignment Selection Date (ASD), with intention to receive dental services prior to PCS, and disenroll upon arrival at new duty station.

**NOTE:**

ASD is the effective date of assignment selection to a gaining location:

- Sponsor PCS to CONUS location where dental MTF is not available.
- Sponsor performs TDY at CONUS or OCONUS locations.
- Sponsor, while enrolled in the FMDP for family coverage, divorces from spouse, remaining child(ren) reside with sponsor in household and are DEERS eligible. In this instance, sponsor's FMDP coverage may:
- Change from family to single, depending upon number of enrolled family members in DEERS.
- Terminate upon event date entered into DEERS.
- Sponsor or spouse obtain dental insurance, i.e., other employment dental benefits, prior to or after enrolling in the FMDP. In this case, the dental contractor will coordinate benefits between the two dental plans.

**NOTE:**

Other dental insurance purchased or obtained through private employment is not grounds for early disenrollment under the 24-month participation requirement. Refer to Section B--24-Month FMDP Enrollment Criteria.

**3.4. Initial FMDP Enrollment 1 August 1987.** The beginning date of eligibility enrollment for benefits in the DDP occurred 1 August 1987, with DDP coverage beginning no earlier than 1 September 1987.

**3.5. Automatic FMDP Enrollment 1 March 1993.** Automatic DDP enrollment occurred under the Expanded Active Duty Dependents Dental Benefit Plan in March 1993 for all eligible family members of active duty sponsors who:

- Were presently enrolled in the existing DDP prior to 1 March 1993.
- Had over 24 months remaining on their current enlistment or continued service.
- Were not on an accompanied tour.

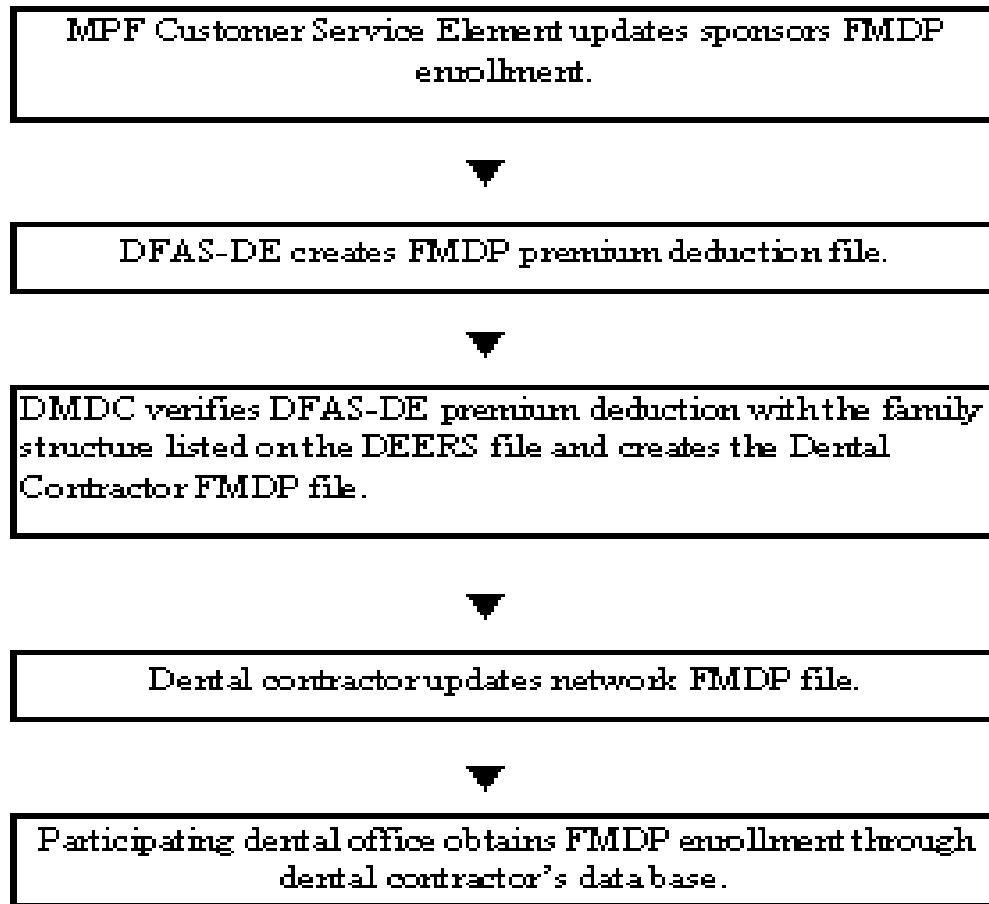
**3.6. One-Time Disenrollment Option 1 March 1993 through 31 July 1993.** Automatic enrolled sponsors had a one-time disenrollment option from 1 March 1993 through 31 July 1993:

- Any use of the DDP program on or after 1 April 1993, or failure to voluntarily disenroll by 31 July 1993, constituted acceptance of the DDP for a minimum of 24 months.
- If the DDP program was not used during the disenrollment period, all premium deductions from 1 March 1993 were refunded.

**Section 3C—Block Diagram Process**

**3.7. FMDP Enrollment.** This process displays the path of information and control flow for FMDP enrollment.

**Figure 3.2. Control Flow for FMDP Enrollment.**



### ***Section 3D—Enrollment Procedures***

#### **3.8. Procedures on How To Enroll In The FMDP:**

**3.8.1. Introduction Criteria.** This enrollment procedure applies to sponsors of:

- Regular AF Active.
- Reserve AF Active.
- Air National Guard.

#### ***NOTES:***

- Sponsors should consult with the military Medical Treatment Facility (MTF) Health Benefits Advisor (HBA) prior to enrollment.
- Obtain a copy of the Dental Contractor's Benefits Booklet (BB) pertaining to dental services and coverages:
- ANG sponsors should consult with their local MPF Customer Service representative prior to enrollment for effective date of FMDP coverage, DEERS FMDP enrollment confirmation, prior to use of plan.

**Table 3.1. FMDP Enrollment Procedures.**

Step	Action	Check
1	<p>Verify the following records:</p> <p>Sponsor and family members' DEERS file for CHAMPUS coverage and Eligibility End Date (EED) expiration.</p> <p>Sponsor's record file status within the Personnel Data System (PDS). NOTE: Sponsor's record status must be 110 (present for duty) to enroll in the FMDP through PDS. Also, name change transactions must be updated first in PDS before FMDP enrollment/premium deductions can occur on the Defense Joint Military Pay System (DJMS) Active Pay at Denver, Co. Contact the respective office for assistance:</p> <p>Regular Air Force Active - HQ AFPC/DPSFR 550 C Street West, Suite 37 Randolph AFB, TX 78150-4739 DSN 487-2089</p> <p>Reserve Air Force Active - HQ USAFR/DPMC 155 2nd Street Robins AFB, GA 31098-1635 DSN 497-0297</p> <p>Air National Guard Active - ANG/MPPU 3500 Fetchet Avenue Andrews AFB, MD 20331-5157 DSN 278-7500</p>	
2	<p>Verify sponsor's dental history (if prior enrolled), by obtaining a "DC" printout from the Financial Services Office (FSO). Compare this data with the sponsor's intent to enroll or for changes in FMDP coverage, i.e., single to family and vice versa to ensure enrollment compatibility. See the following examples below:</p> <p>Family coverage election (code 2) vs more than one remotely located family member (code 6). Is DD Form 2494-1 required?</p> <p>Single coverage election (code 1) vs one remotely located family member (code 5). Is DD Form 2494-1 required?</p>	
3	<p>Sponsor elects appropriate FMDP coverage on:</p> <p>DD Form 2494 for single enrollment codes 1 and 3, or family enrollment code 2.</p> <p>DD Form 2494-1 for remotely located, single code 5 or family code 6.</p> <p>NOTE: Refer to the dental contractor's BB for circumstances warranting DD Form 2494-1 enrollments.</p>	
4	<p>MPF Customer Service updates PDS with enrollment data, and monitors for system rejects to the Defense Finance and Accounting Service Denver (DFAS-DE). NOTE: ANG MPFs will forward the completed DD Forms 2494 and 2494-1 to the servicing FSO and DSO for processing.</p>	

Step	Action	Check
5	<p>After PDS update, immediately mail copy of DD Form 2494-1 to the following address:  DEERS Support Office (DSO)  400 Gigling Road  Seaside, CA 93955-6771  DSN 878-3261</p> <p>NOTE: Mailing DD Form 2494-1 to the DSO is critical for this unique FMDP enrollment update. Failure to mail this form will result in changing the sponsor's initial FMDP election automatically by the DEERS system, resulting in a premium deduction change, cancellation, or stop at DFAS-DE.</p>	
6	File original DD Forms 2494 and 2494-1 in sponsor's Unit Personnel Record Group (UPRG), under Section 1.	

**NOTES:**

- DD Form 2494-1. DD Form 2494-1 will remain on file at the DSO:
- Identifying specific family members for FMDP enrollment.
- Other eligible family members will not be automatically enrolled in the FMDP until the sponsor has elected an enrollment change by completing another DD Form 2494 or 2494-1.
- MPF Customer Service personnel must update PDS to reflect this election change.
- DEERS/RAPIDS terminal will not reflect these remotely located family members as having coverage.
- Family members residing remotely in two or more physically separate locations and only one family member is to be enrolled in the single premium, identify the specific family member on DD Form 2494-1, (code 5), or family premium (code 6) for family members.
- Instances where a family member requires hospital or special treatment environment due to medical, physical handicap, or mental condition for dental care otherwise covered by the FMDP:
- The family may be excluded from the dental plan enrollment.
- The family member may continue to receive care from a military MTF.
- Under these enrollment conditions, identify only the specific family members on DD Form 2494-1, (code 5 or 6).
- Sponsors must enroll family members on DD Form 2494-1 if there is an incapacitated family member who will not receive FMDP coverages. Do not list the incapacitated family member on the DD Form 2494-1. Conversely, if a family member is not included on the DD Form 2494-1, the dental contractor may:
  - Refuse treatment.
  - Reject dental claim submission from a dental provider.

**Section 3E—FMDP Enrollment Extension**

### **3.9. FMDP Enrollment Extension Procedures For Family Members Whose Sponsor Died While On Active Duty:**

- Background:
  - FY95 Defense Authorization Act extended family members FMDP enrollment for 12 months following the death of the active duty sponsor.
  - Secretary of Defense waived the requirement for family members to pay the share of monthly premiums.

**3.9.1. Eligibility Criteria.** The following eligibility requirements for continued FMDP enrollment apply:

- Sponsor's death must have occurred while on active duty on or after 1 October 1993.
- Family members must have been enrolled in the FMDP at the time of the sponsor's death.
- Family members must remain eligible for CHAMPUS during the period of extended enrollment.
- Eligibility for FMDP benefits remain in place until the last day of the 12th month from date of sponsor's death.

#### ***NOTE:***

During the extended enrollment period ordinary FMDP eligibility and change in status rules apply:

- If the family member becomes ineligible for CHAMPUS, the FMDP benefits are terminated on the last day of the month in which the family loses eligibility.
- Enrollment election changes from single to family or family to single is allowed and must be annotated on DD Forms 2494 or 2494-1.
- Questions regarding surviving family members eligibility or how to request reimbursement for dental care expenses should be referred to the HBA or the dental contractor.

#### **3.9.2. DEERS FMDP Notification:**

- DFAS-DE sends a monthly report of those active duty sponsors who were enrolled in the FMDP at time of death to the Defense Manpower Data Center (DMDC) for continued enrollment.
- Sponsor's DEERS FMDP files will not reflect this data on the DEERS/RAPIDS workstations.
- Sponsor's FMDP files are manually processed to the dental contractor for continued enrollment.

#### ***NOTE:***

HQ AFPC/DPWCS (Casualty Operations and Services), sends a monthly report directly to the dental contractor for those active duty sponsors who were enrolled in the FMDP at time of death.

#### ***Section 3F—FMDP OCONUS Returnee Enrollment Returnee (12-23 Months Retention):***

**3.10. Background.** The Office of the Secretary of Defense Health Affairs (OASD/HA), waived the minimum 24-month enrollment period for sponsors and family members transferring from an OCONUS area effective 1 October 1995.

**3.11. Eligibility Criteria.** The following requirements apply for enrollment:

- Sponsors and family members must have transferred from an area where FMDP was not previously available.
- Family members must have accompanied sponsor on the OCONUS tour. Sponsor must enroll family members on DD Forms 2494 or 2494-1 within 30 days of signing in at new duty station.

***NOTES:***

- Sponsors are encouraged to enroll in the FMDP prior to departing from the OCONUS area.
- There are no provisions to waive the 30-day enrollment sign in period at new duty station since participation for the FMDP is voluntary.

## Chapter 4

### TRICARE-FMDP DISENROLLMENT

#### *Section 4A—FMDP Disenrollment*

**4.1. Overview.** This chapter provides information on:

- Disenrollment cycle.
- 24-month disenrollment criteria.
- Disenrollment process.
- Voluntary disenrollment procedures.
- Automatic disenrollment process.

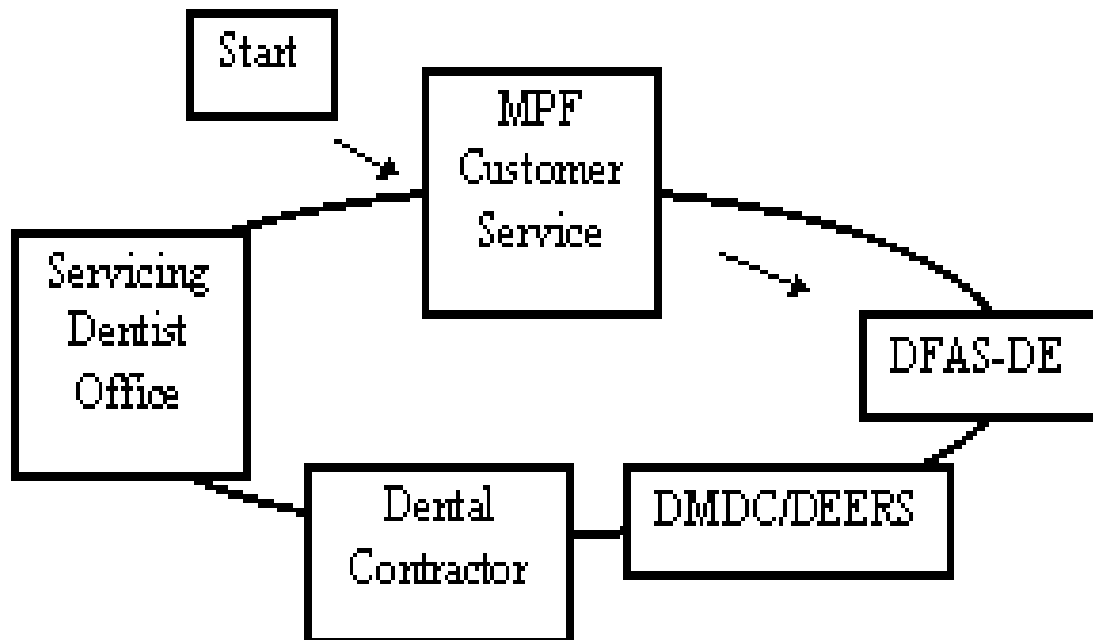
**4.1.1. FMDP Disenrollment Administration.** Each uniformed service is responsible for ensuring initial and subsequent disenrollment:

- Active duty sponsor family members.
- Eligible active duty Air National Guard and Air Force Reservists.

**4.2. FMDP Disenrollment Cycle Process.** This cycle illustrates how the FMDP process operates within the DoD.



**Figure 4.1. FMDP Disenrollment Cycle Process.**



**NOTE:**

This disenrollment cycle:

- Does not include action steps.
- Reflects series of events or phases that take place over time.
- Usually has an identifiable purpose or result.

**Section 4B—24-Month FMDP Disenrollment Criteria**

**4.3. FMDP Disenrollment Participation.** Disenrollment in the FMDP is strictly voluntary and must meet the minimum 24-month enrollment period. Early voluntary disenrollments are those that end prior to 24 months and are only allowed for one of the following reasons:

- Enrolled family members accompany the sponsor on PSC orders to geographic locations outside the U.S., Canada, Guam, Puerto Rico, or the Virgin Islands where there is no FMDP service program available.
- Enrolled family members accompany the sponsor on PCS orders to another CONUS location where there is space-available dental care at a military MTF.

**NOTES:**

- Sponsors may not take disenrollment action until all family members arrive at the new duty station.
- Other dental insurance purchased or obtained through private employment after initial FMDP enrollment is not grounds for early disenrollment under the 24-month participation requirement. Refer to Section B.

**4.3.1.** HQ USAF/SGMA disapproves all requests from sponsors asking for retroactive correction, disenrollment, and reimbursement in cases where government processing error did not cause the problem.

**4.3.2.** Example Government Processing Error:

- Failure to update or incorrectly update FMDP disenrollment information in PDS.
- Failure to verify, update, or incorrectly update family members' DEERS information.

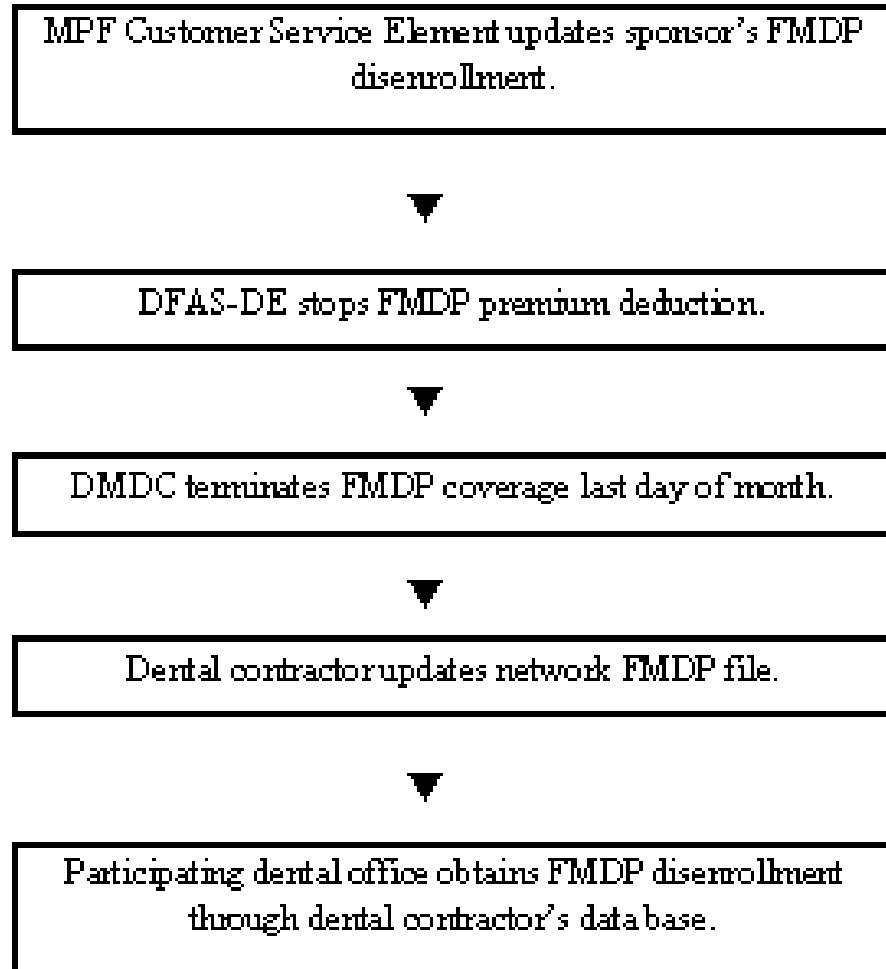
**4.3.3.** Non-example Government Processing Error. Sponsor fails to voluntarily disenroll from the FMDP:

- Upon arriving OCONUS with family members at new duty station.
- After reaching minimum 24-month participation requirement.

#### ***Section 4C—Block Diagram Process***

**4.4. FMDP Disenrollment.** This process displays the path of information and control flow for FMDP disenrollment.

**Figure 4.2. Control Flow for FMDP Disenrollment.**



***Section 4D—Disenrollment Procedures***

**4.5. Procedures On How To Voluntary Disenroll From The FMDP:**

**4.5.1. Introduction Criteria.** This voluntary disenrollment procedure applies to sponsors of:

- Regular Air Force Active.
- Reserve Air Force Active.
- Air National Guard.

***NOTE:***

Sponsors should consult with the military MTF HBA and the dental contractor if dental treatment is in progress prior to disenrollment.

**Table 4.1. Voluntary Disenrollment Procedures.**

Step	Action	Check
1	Sponsor elects appropriate FMDP termination remark on DD Form 2494.	
2	MPF Customer Service updates the PDS with disenrollment data, and monitors for system rejects to the DFAS-DE. NOTE: ANG sponsors must disenroll at the MPF Customer Service, who will forward completed DD Form 2494 to the FSO for processing.	
3	File original DD Form 2494 in sponsor's UPRG under section 1.	

**Section 4E—Process On Automatic FMDP Disenrollment**

**4.6. Automatic FMDP Disenrollment.** This automatic FMDP disenrollment process describes various conditions and the results of those conditions. Sponsors may be automatically disenrolled from the FMDP for the following reasons:

**Table 4.2. Automatic FMDP Disenrollment.**

When...	Then FMDP disenrollment occurs on the ...
A child reaches age 21 or 23: if enrolled full time in an accredited institute of higher learning On the 1st day of the month	Birthdate as of 11:59 p.m.  Last day of the preceding month with no CHAMPUS coverage on the following month.
A sponsor: Dies  Separates (including transitioning from enlisted to commissioned officer status), or eligible for TAMP status. Retires (including PDRL and TDRL) Divorces Is in a non-pay status (Desertion, Appellate Leave, or Prisoner) Or family members lose or encounter expiration of CHAMPUS eligibility	Date of death. NOTE: Family members will remain enrolled in the FMDP until the last day of the 12th month following sponsor's date of death.  Last active duty day. NOTE: Sponsor's separation date in PDS or DEERS will automatically stop FMDP premium deductions.  Last active duty day, prior to 1st day of retirement NOTE: Sponsor's retirement date will automatically stop FMDP premium deductions.  The date of final divorce.  On the last day of the month in which the sponsor reached 30 days.  CHAMPUS loss or expiration date, the date of marriage, or date joining a uniformed service.

**NOTE:**

Sponsors who move on a PCS travel order:

- FMDP disenrollment will not occur automatically upon PCS assignment.
- FMDP monthly premium deductions will not cease automatically.

## Chapter 5

### TRICARE-FMDP DATA MANAGEMENT SYSTEMS

#### *Section 5A—FMDP Data Management Systems*

**5.1. Overview.** This chapter provides information on:

- FMDP Data Management Systems Process Stage.
- FMDP Data Management Systems Flow Diagram.

**NOTE:**

The FMDP Data Management Systems Process Stage and Flow Diagrams:

- Are not procedure actions.
- Reflects series of events or phases that takes place over time.
- Usually have an identifiable purpose or result.

#### *Section 5B—FMDP Data Management Systems Process Stage*

#### **5.2. Six FMDP Data Management Systems:**







**5.2.1. Introduction.** There are six data management systems that the Air Force uses to support the FMDP process:

- Personnel Data System (PDS).
- Defense Enrollment Eligibility Reporting System (DEERS).
- Defense Finance and Accounting Service Denver (DFAS-DE).
- Defense Manpower Data Center (DMDC).
- DEERS Support Office (DSO).
- Dental contractor FMDP Claims Management System.

**NOTE:**

The four main data management systems within the DoD are DEERS, DFAS, DMDC, and DSO.

**Table 5.1. FMDP Data Management Systems.**

<b>Stage</b>	<b>Description</b>	<b>Diagram</b>
<b>1</b>	MPF Customer Service updates sponsor's: DEERS and PDS records locally as required. FMDP election through PDS via PC-III or Data Identification Number (DIN) transaction. PDS data is transitory at base level as "End of Day" processing to DFAS-DE.	
<b>2</b>	Upon receiving the FMDP transaction from the MPF Customer Service Office, DFAS-DE : Creates a FMDP file known as a "DC" record. Deducts FMDP premiums from sponsor's Master Military Pay Account (MMPA). Lists FMDP premium deductions on sponsor's End of Month LES. Creates a FMDP premium deduction tape record on the 21st-22d each month. Sends FMDP premium deduction tape to the Defense Manpower Data Center (DMDC) for enrollment processing.	
<b>3</b>	DMDC verifies DFAS-DE FMDP premium deduction tape by: Comparing enrolled family members against the DEERS Eligibility files. Overriding mismatch FMDP data from DFAS-DE pay files and DEERS Eligibility database files; and sends DFAS-DE a corrected FMDP premium deduction tape for action. Creates a FMDP master tape and sends it to the Dental Contractor by the 5th day each month.	
<b>4</b>	DSO verifies DEERS data from the MPF Customer Service DEERS/RAPIDS workstations for family members: Enrollment. Eligibility and End of Entitlement (EEN) date. FMDP election coverages (single or family). Creates FMDP error tape, reflecting discrepancies between DEERS and DFAS-DE data for internal auditing and resolution.	
<b>5</b>	Dental Contractor receives FMDP master tape: Verifies family members' DEERS FMDP coverage dates. Updates company FMDP network files. Upon request provides enrolled FMDP information to participating dental offices in U.S., Canada, Guam, Puerto Rico, and Virgin Islands.	
<b>6</b>	Servicing dental office provides FMDP care to enrolled family members upon enrollment confirmation from the Dental Contractor.	

**NOTES:**

- Office of Assistant Secretary of Defense for Health Affairs (ASD/HA) of the DoD is the executive agent for all uniformed services health benefits, policy guidance, management control, and coordination of functional resources.

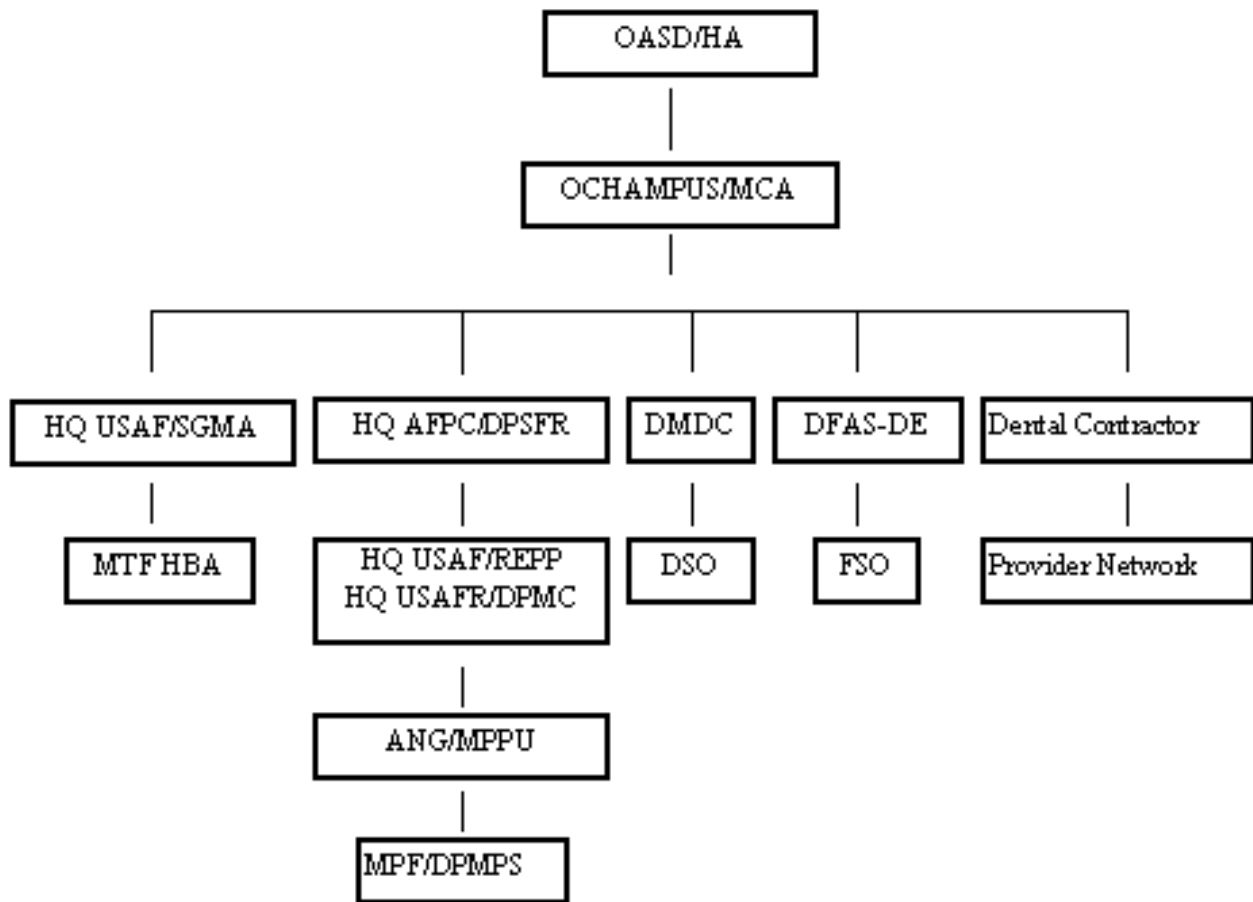
- Office of Civilian Health and Medical Program of the Uniformed Services (OCHAMPUS). CHAMPUS/MCA is the primary agency within DoD (under OASD/HA) that manages the government contract for the FMDP.
- Office of the Surgeon General - HQ USAF/SG has the overall program management authority and responsibility of medical programs within the Air Force.
- Military Medical Treatment Facility HBA establishes a close working relationship with the MPF Customer Service Element, primarily assisting active duty sponsors and family members regarding FMDP questions regarding eligibility, coverage, claims processing to the dental contractor, and maintains a listing of network providers.
- HQ AFPC/DPSFR serves as the primary OPR for personnel procedures (including HQ USAF/REPP, HQ USAFR/DPMC and ANG/MPPU) and guidance involving enrollment, disenrollment, error resolution, and claims processing assistance within the FMDP program.
- Military Personnel Flight (MPF) Customer Service is responsible for FMDP enrollment, disenrollment, error resolution, and assists with claims processing through the MTF HBA, DEERS and PDS.
- DMDC maintains the enrollment data base for DEERS.
- DSO performs the functions of ensuring data integrity, conducts research, monitoring field maintenance, and providing customer relations.
- DFAS-DE is the focal point for the Defense Joint Military Pay System - Active Component (DJMS-AC) deductions for the FMDP.
- Base level FSO provides the MPF Customer Service Element assistance with the sponsor's Master Military Pay Account (MMPA) dental deduction DC premium record.
- Dental contractor establishes nationwide provider network through regional representatives who assist HBAs and MPFs in promoting the FMDP program.

#### ***Section 5C—FMDP Program Management Organizational Tree***

**5.3. FMDP Program Management Relationships.** This organizational tree graphically demonstrates relationships among the DoD agencies within the FMDP program.



**Figure 5.1. FMDP Program Management Classification Tree.**



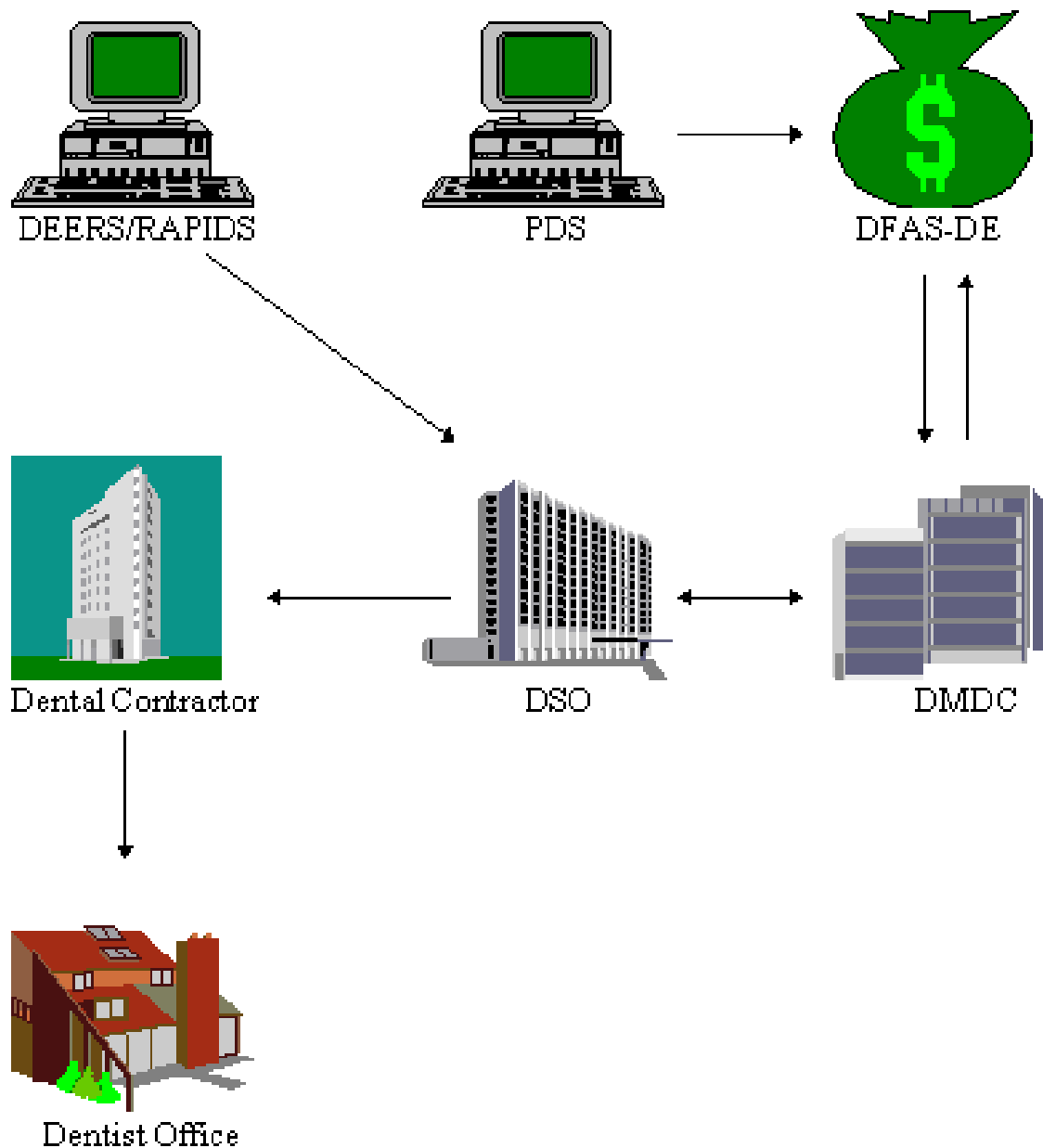
**NOTE:**

It is important to remember that agencies closer to the graphical center line or higher up the tree are not necessarily more important than those at the bottom in regards to FMDP management and operations.

**Section 5D—FMDP Data Management Systems Flow Diagram**

**5.4. FMDP Data Management Systems Diagram.** This diagram is a graphic presentation of the FMDP data management systems flow process.

**Figure 5.2. FMDP Data Management Systems Diagram.**



**NOTE:**

Real-Time Automated Personnel Identification System (RAPIDS) ID Card workstation, interfaces directly with the DEERS data base, and supports the FMDP program through real-time inquiry. Even though DMDC and DSO are physically co-located, they operate under multiple functions that are unique to each office regarding the FMDP program.

## Chapter 6

### TRICARE-FMDP RESOLUTION

#### *Section 6A—FMDP Resolution Process*

**6.1. Overview.** This chapter provides information on:

- Resolution Cycle.
- Resolution Criteria.
  - Correction Within 180-Day Diagram.
    - Regular Air Force Active.
    - Reserve Air Force Active.
    - Air National Guard Active.
  - Retroactive Correction Over 180-Day Diagram.
    - Regular Air Force Active.
    - Reserve Air Force Active.
    - Air National Guard Active.
  - Retroactive Disenrollment Over 180-Day Diagram.
    - Regular Air Force Active.
    - Reserve Air Force Active.
    - Air National Guard Active.
- Transitioning Regular, Reserve, Air National Guard Sponsor Diagram.
  - Court-martialed.
  - Prisoner-Appellate Leave.
  - Transitional Assistance Management Programs.
  - Separated.
  - Retired.

***NOTE:***

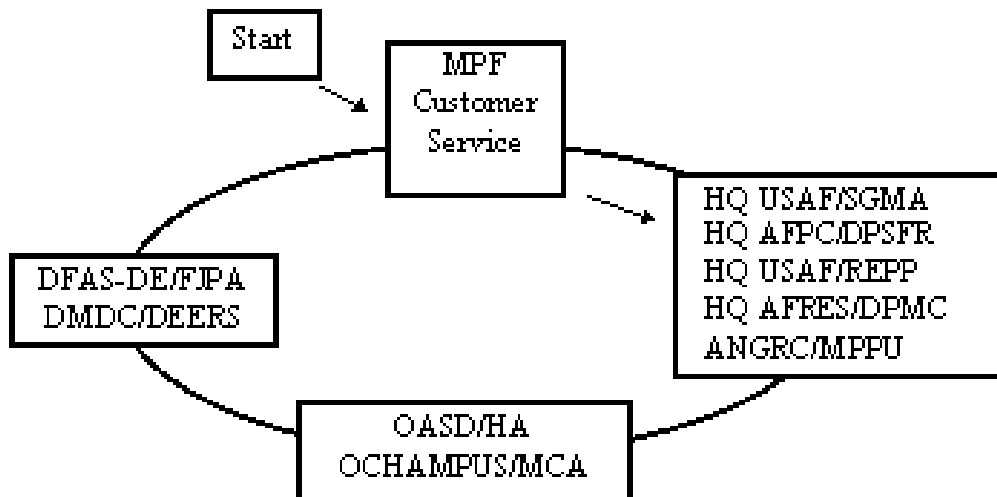
The following agencies within the DoD actively support the FMDP resolution process resulting from government processing errors:

- OASD/HA.
- OCHAMPUS.
- DFAS-DE.
- DMDC.

- DSO.
- Air Force Surgeon General's Office (HQ USAF/SG).
- HQ AFPC/DPSFR.
- HQ USAF/REPP.
- HQ USAFR/DPMC.
- ANGRC/MPPU.

**6.2. FMDP Resolution Cycle Process.** This cycle illustrates how the FMDP process operates within the DoD.

**Figure 6.1. FMDP Resolution Cycle Process.**



**NOTE:**

This resolution cycle:

- Does not include action steps.
- Reflects series of events or phases that take place over time.
- Usually has an identifiable purpose or result.

**Section 6B—FMDP Correction Criteria**

**6.3. Criteria.** The OCHAMPUS prohibits corrective actions except those that resulted from government processing error.

**6.3.1.** Definition of government processing error: Sponsor's FMDP enrollment, disenrollment, and premium deductions are incorrect due to a government employee mistake involving a computer system data entry.

**6.3.2.** Example of a government processing error:

- Failure to update or incorrectly update FMDP information in the PDS.
- Failure to verify, update, or incorrectly update family members' DEERS information.
- FMDP enrollment or coverage is changed, stopped, or canceled by government systems data entry or processing by a government employee.

**6.3.3.** Non-example of a government processing error:

- Sponsor fails to maintain DEERS enrollment and eligibility on self or family members.
- Sponsor fails to enroll family members in the FMDP (prior to effective coverage date) and receive dental services.
- Sponsor voluntarily elects to enroll, disenroll, or change FMDP coverage contrary to prescribed instructions.

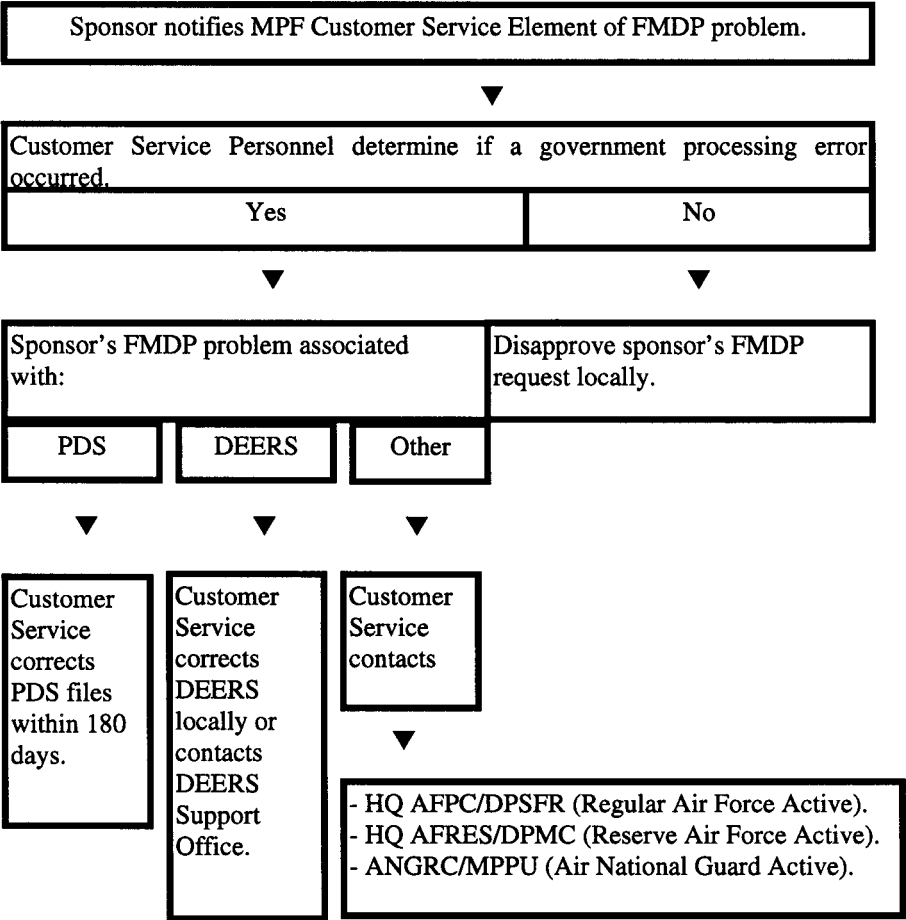
***NOTE:***

Corrective actions performed by MPF Customer Service personnel through PDS and PC-III that have not resulted from government processing errors are prohibited.

***Section 6C—Block Diagram Process***

**6.4. FMDP Correction Within 180 Days.** This diagram displays the path of information and control flow for the 180-day correction process.

**Figure 6.2. FMDP Correction Within 180 Days.**



**Section 6D—Correction Procedures Within 180 Day**

**6.5. Procedures On How To Process FMDP Correction Within 180 Days:**

**6.5.1. Introduction Criteria.** This corrective action procedure applies to FMDP processing errors corrected within 180 days from error date at the MPF Customer Service level by updating:

- PDS.
- DEERS.

**6.5.2. Procedure.** Follow the steps in table 6.1 to confirm FMDP government processing errors within 180 days for correction with:

- Enrollment.
- Disenrollment.
- Coverage changes.
- Cancellation.

**Table 6.1. FMDP Correction Within 180 Days.**

STEP	ACTION	CHECK
1	Verify sponsor and family members' DEERS information for duplicate records, CHAMPUS eligibility, and Expiration End Date (EEN).	
2	Correct DEERS information if necessary. DEERS off-line transactions require transmittal to the DSO for FMDP data to remain valid.	
3	Review sponsor's FMDP enrollment election DD Form 2494 or Supplemental DD Form 2494-1 for correct coverage and enrollment start date.	
4	Verify sponsor's End of Month LES FMDP premiums for correct dental deductions. NOTE: Obtain LES copy from sponsor or FSO.	
5	Verify sponsor's dental history DC printout from the FSO. NOTE: Refer to AFM 177-373, volume 1, or contact FSO for specific information regarding "DC" printout.	
6	Follow table 6.2 to determine your next steps.	

**Table 6.2. FMDP Conditions.**

If the sponsor...	Then ...
Encounters a FMDP denial claim from the dental contractor and DEERS information and dental premium deductions are correct.	Check the following for common errors:  Wrong Social Security Number (SSN) on claim form or not the sponsor's correct SSN. Sponsor is listed on the claim form as the patient. Sponsor was not on active duty on the family members' date of dental services. DEERS eligibility--family member ID card expired prior or during treatment dates. Incorrect family member name or date of birth.
Paid out of pocket dental expenses while enrolled and was not covered in the FMDP program.	Upon family members' DEERS verification, resubmit and mail: FMDP denial claim. Paid dental bill receipts. Copy of LES, reflecting prior month or corrective dental deduction for FMDP coverage to: DEERS Support Office 400 Gigling Road Seaside, CA 93955-6771 DSN 878-3261

**NOTE:**

Process FMDP claims for payment if the following items reflect the proper information:

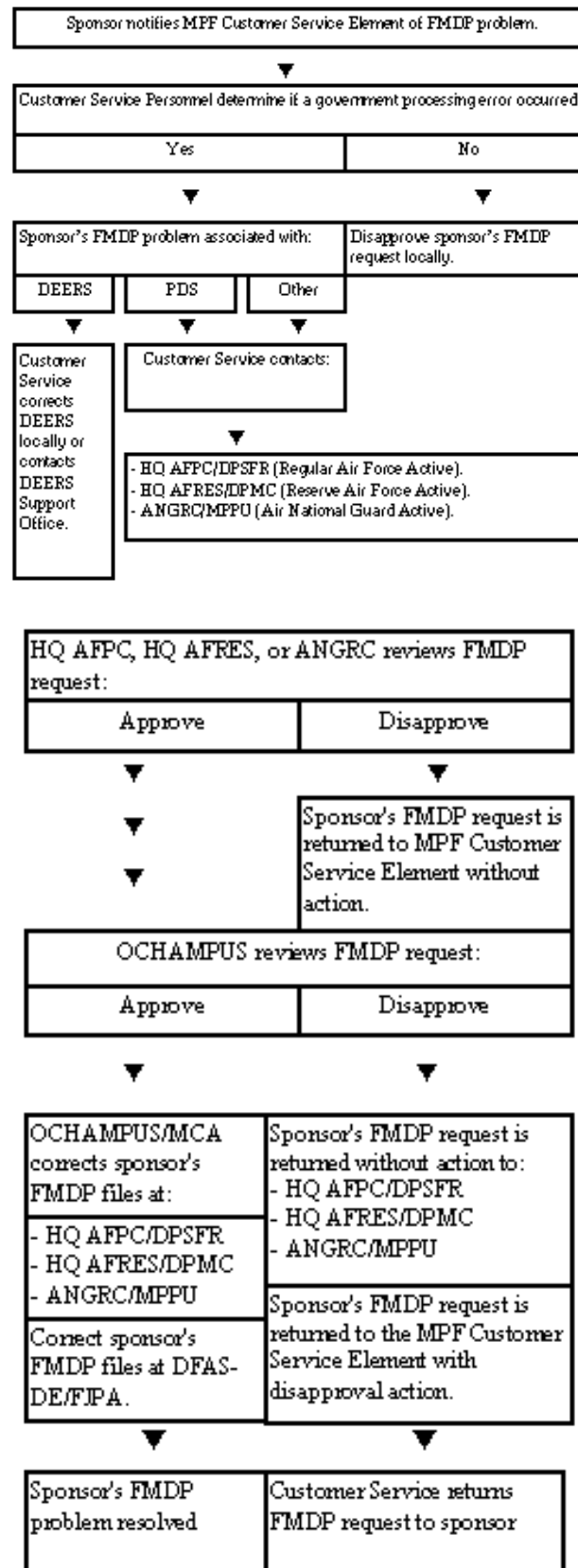
- Sponsor's information on the claim matches the sponsor's information on Dental Contractor's Beneficiary Master File (BMF).
- Sponsor was paying the correct FMDP premiums (single and family) depending upon family structure.
- Beneficiary was eligible and enrolled for the FMDP, on the BMF with the name, and date of birth matching claim.
- Services furnished by the dental provider were covered by the FMDP and did not exceed dental plan limitations.

***Section 6E—Block Diagram Process***

**6.6. FMDP Retroactive Correction Over 180 Days.** This diagram displays the path of information and control flow for retroactive correction over the 180-day process.



**Figure 6.3. FMDP Retroactive Correction Over 180 Days.**



## **Section 6F—Correction Procedures Over 180 Days**

### **6.7. Procedures On How To Process FMDP Retroactive Correction Over 180 Days:**

**6.7.1.** Introduction. This retroactive correction procedure applies to FMDP processing errors submitted for correction over 180 days at HQ AFPC level.

**6.7.2.** Procedure. Follow the steps in table 6.3 to confirm FMDP government errors over 180 days for retroactive correction with:

- Enrollment.
- Disenrollment.
- Coverage changes.
- Cancellation.

**Table 6.3. FMDP Retroactive Correction Over 180 Days.**

<b>Step</b>	<b>Action</b>	<b>Check</b>
1	Sponsor submits a justification request for retroactive correction to the MPF Customer Service Element. Justification must include why the FMDP error had gone unnoticed by the sponsor or not corrected by Customer Service personnel due to government processing errors.	
2	Customer Service reviews the retroactive correction request to determine the cause of the problem--sponsor or government processing error. If a government processing error did not cause the problem or the sponsor requests an action inconsistent with Section B--FMDP Correction Criteria, disapprove the request locally.	
3	Chief of the MPF Customer Service Element endorses the sponsor's request, if a government processing error caused the problem.	
4	Customer Service Personnel review and include the following documents within the sponsor's retroactive correction request: DD Forms 2494 or 2494-1. End of Month LES for months before, during, or after dental treatment date. Dental History code DC printout. DEERS record printout or copy of marriage and birth certificate (if necessary) of family member. Dental Explanation of Benefits (DEOB) Claim Form.	
5A	Regular Air Force Active - Customer Service forwards sponsor's request to: HQ AFPC/DPSFR 550 C Street West, Suite 37 Randolph AFB, TX 78150-4739 DSN 487-2089	
5B	Reserve Air Force Active - Customer Service forwards sponsor's request to: HQ USAFR/DPMC	

Step	Action	Check
	155 2nd Street Robins AFB, GA 31098-1635 DSN 497-0297 DSN 497-0297	
5C	Air National Guard Active - Customer Service forwards sponsor's request to: ANGRC/MPPU 3500 Fetchet Avenue Andrews AFB, MD 20331-5157 DSN 278-7500	

**6.7.3.** Reviewing Authority (HQ AFPC/DPSFR, HQ USAFR/DPMC, ANGRM/MPPU) will review sponsor's retroactive correction request:

- Return disapproved requests to the MPF Customer Service Element without action.
- Forward approved requests by message to the Defense Finance and Accounting Service Denver (DFAS-DE/FJPA) for correction of sponsor's Master Military Pay Account (MMPA) files upon OCHAMPUS/MCA recommendation. Completion of FMDP correction will be performed by specific personnel service component. Refer to Section H for procedures involving HQ USAF/SGMA review.

**NOTE:**

Sponsor's End of Month LES will reflect corrections and changes to the FMDP on the dental deduction and remark sections.

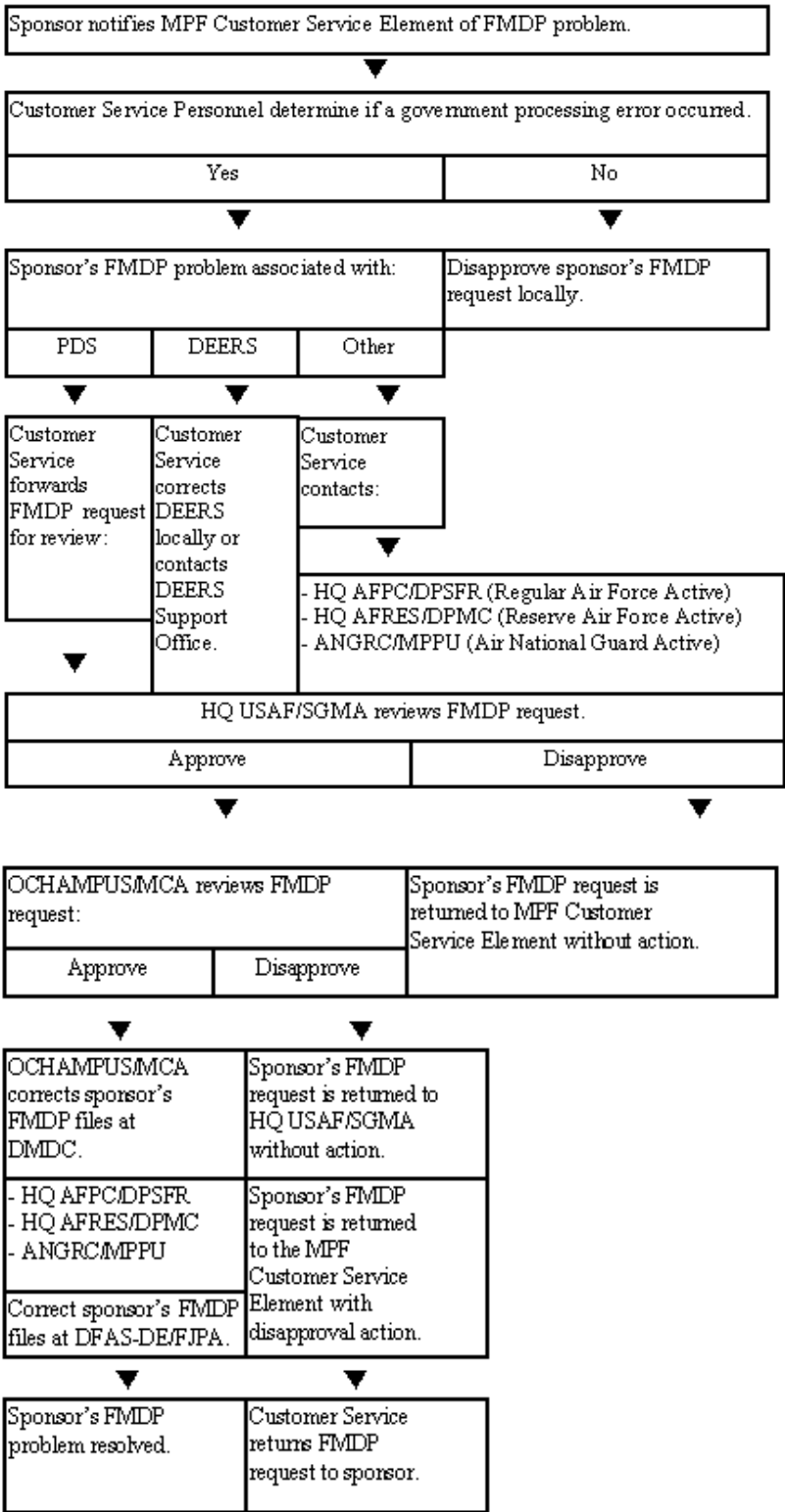
**6.7.4.** FMDP denial claims processing:

- Customer Service Personnel assist sponsor in submitting FMDP denial claims with copy of LESs reflecting retroactive corrections to the DSO for processing. Mail documents to :
- DEERS Support Office  
400 Gigling Road  
Seaside, CA 93955-6771
- Telephone Numbers:
- DSN 878-3261, 0700-1630 hrs Pacific Standard Time (PST)
- Commercial 1-800-334-4162, CA  
1-800-527-5602, AK and HI  
1-800-538-9552, all others

**Section 6G—Block Diagram Process**

**6.8. FMDP Retroactive Disenrollment Over 180 Days.** This FMDP diagram displays the path of information and control flow for the retroactive disenrollment actions over 180 days.

Figure 6.4. FMDP Retroactive Disenrollment Over 180 Days.



## ***Section 6H—Retroactive Disenrollment Over 180 Days***

### **6.9. Procedures On How To Process FMDP Retroactive Disenrollment Over 180 Days:**

**6.9.1.** Introduction Criteria. This FMDP retroactive disenrollment procedure applies for actions occurring over the 180-day processing period for correction within the PDS. Customer Service personnel submit a request for FMDP retroactive disenrollment if the error occurred over 180 days.

**6.9.2.** Procedure. Follow the steps in table 6.4 to confirm FMDP government errors occurring over the 180-day retroactive disenrollment period.

**Table 6.4. FMDP Retroactive Disenrollment Over 180 Days.**

STEP	ACTION	CHECK
1	Sponsor submits a justification request for retroactive disenrollment to the MPF Customer Service Element. Justification must include why the FMDP error had gone unnoticed or not corrected by Customer Service personnel due to government processing error.	
2	Customer Service Personnel review the retroactive disenrollment request to determine the cause of error--sponsor or government processing. If a government processing did not cause the problem or the sponsor requests an action inconsistent with Section B--FMDP Correction Criteria, disapprove the request locally.	
3	Chief of the MPF Customer Service Element endorses the sponsor's request, if a government processing error caused the problem.	
4	Customer Service Personnel review and include the following documents within the sponsor's retroactive disenrollment request: DD Form 2494 for disenrollment action (may include DD Fm 2494-1). End of Month LES for the months before, during, or after the dental treatment dates. Dental History DC printout. DEERS record printout or marriage and birth certificate (if necessary) of family members. Dental Explanation of Benefits (DEOB) Claim Form.	
5	Customer Service personnel forward sponsor's request to: HQ USAF/SGMA 110 Luke Avenue, Room 400 Bolling AFB, DC 20332-7050 DSN 297-5066	

**6.9.3.** Reviewing authority reviews sponsor's retroactive disenrollment request:

- HQ USAF/SGMA:
- Disapproved requests will be returned to the MPF Customer Service Element without action.
- Approved requests are forwarded to OCHAMPUS/MCA for final review.
- OCHAMPUS/MCA:

- Disapproved requests are returned to HQ USAF/SGMA without action.
- Approved requests are forwarded to the Defense Manpower Data Center (DMDC) for correction of FMDP files.
- HQ AFPC/DPSFR, HQ USAF/REPP, and ANGRC/MPPU, corrects sponsor's FMDP files at DFAS-DE upon confirmation approval from OCHAMPUS/MCA.

***NOTE:***

The sponsor's End of Month LES will reflect corrections on the dental deduction and remark sections.

***Section 6I—Block Diagram Process***

**6.10. Transitioning Regular Air Force, Reserve Air Force, and Air National Guard Sponsor.**

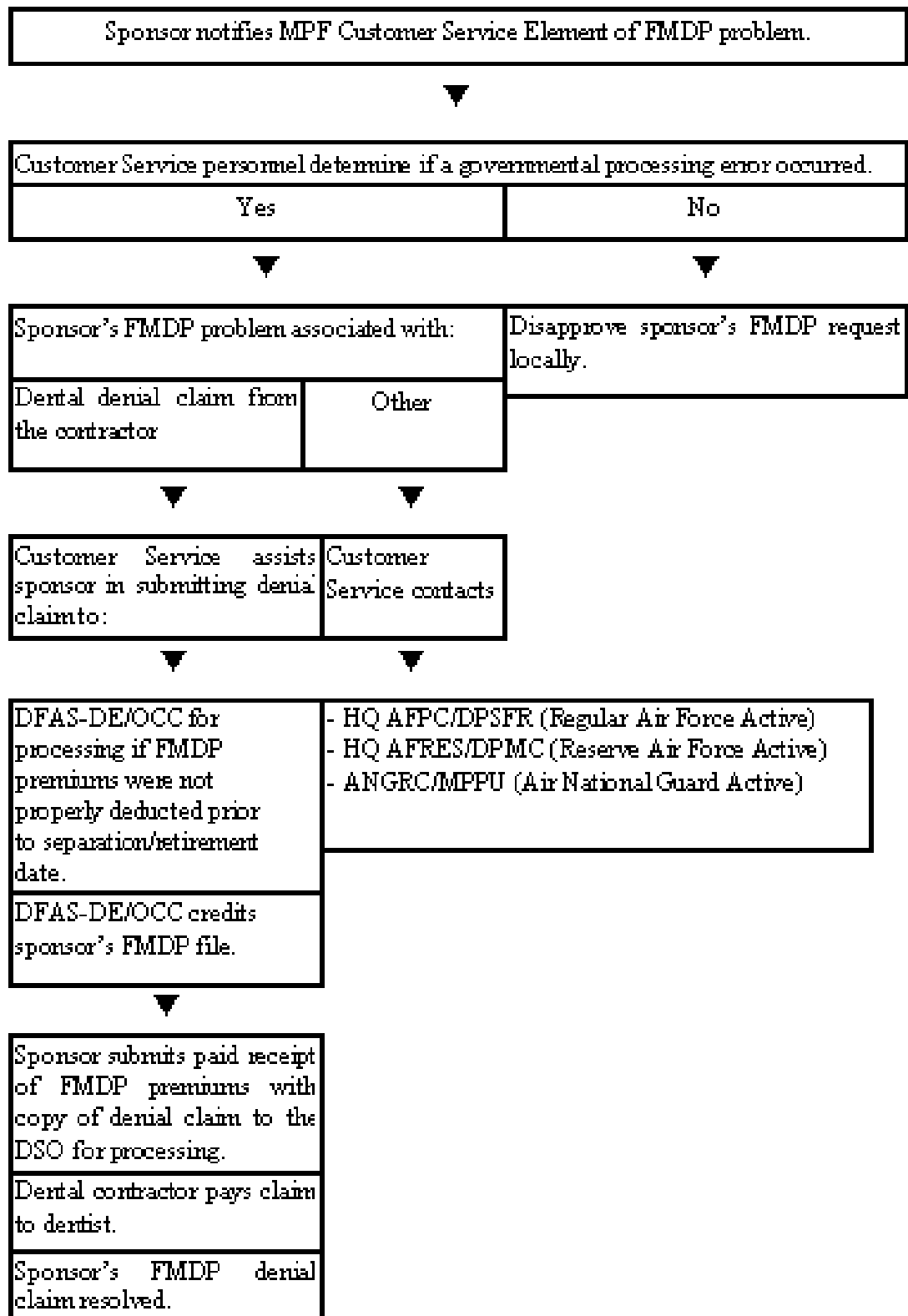
This FMDP Diagram Process displays the path of information and control flow for correction of active duty sponsor whose status is or has transitioned to:

- Court-martialed.
- Prisoner-Appellate Leave (PR/APL).
- Retired.
- Separated.
- Transition Assistance Management Program (TAMP).

***NOTE:***

Sponsor's whose status in DEERS or PDS is currently reflecting court-martialed, PR/APL, or TAMP (TA-30, TA-60, TA 120, SSB, or VSI) must be receiving active duty pay with dental deductions to participate in the FMDP. Sponsors who are reflected as a "non-pay" status are not eligible to continue participation in the FMDP.

Figure 6.5. Path of Information and Control Flow.



***Section 6J—Correction Procedures For Transitioning Regular Air Force, Reserve Air Force, and Air National Guard Sponsor***

**6.11. Procedures on How to Process FMDP Corrections for Transitioning Regular Air Force, Reserve Air Force, and Air National Guard Sponsor:**

**6.11.1.** Introduction. This FMDP correction procedure applies for transitioning Regular Air Force, Reserve Air Force, and Air National Guard sponsors, who encounter FMDP problems or denial claims from the dental contractor while previously enrolled in the plan.

**6.11.2.** Procedure. Follow the steps in table 6.5 in determining the best course of action in resolving sponsor's FMDP problem, i.e., dental denial claims.

**Table 6.5. Correction For Transitioning Sponsor (Active to Separated/Retired).**

Step	Action	Check
1	Sponsor submits a justification request for correction to the MPF Customer Service Element. Justification must include why the FMDP error had gone unnoticed by the sponsor or not corrected by Customer Service personnel due to government processing errors.	
2	Customer Service reviews the correction request to determine the cause of the dental denial claims--sponsor or government processing error. If a government processing error did not cause the problem i.e., denial claim, or the sponsor requests an action inconsistent with Section B--FMDP Correction Criteria, disapprove the request locally.	
3	Customer Service Personnel review the following additional documents if on file at the base level: DD Forms 2494 or 2494-1. End of Month LES for the months before, during, or after treatment dates. Dental History DC printout. DEERS record printout or marriage and birth certificate (if necessary) of family members.	
4	Customer Service Personnel determine if a government processing error caused the problem and the sponsor has since separated or retired, contact the following respective office for further instructions if the sponsor was:	
4A	Regular Air Force Active: HQ AFPC/DPSFR 550 C Street West, Suite 37 Randolph AFB, TX 78150-4739 DSN 487-2089	
4B	Reserve Air Force Active: HQ USAFR/DPMC 155 2nd Street Robins AFB, GA 31098-1635 DSN 497-0297	
4C	Guard Active:	



Step	Action	Check
	ANGRC/MPPU 3500 Fetchet Avenue Andrews AFB, MD 20331-5157 DSN 278-8374	
5	Customer Service Personnel will take action upon recommendation from HQ AFPC, HQ USAFR, or ANGRG, follow the steps below to reinstate sponsor's FMDP coverage.	
6	Sponsor must submit a check or money order (no cash) for the premium amount (single or family) equal to the number of months of eligibility for which no premium was deducted.	
7	Check or money order should be made out to FSO DFAS-DE/OCC, Attention FMDP. NOTE: Include supporting documentation verified by the MPF Customer Service office for identification purposes in processing premium payments to DFAS-DE/WFC.	
8	Mail FMDP premium check to the following address: FSO DFAS-DE/OCC PO Box 20030 Denver, CO 80220-0030 DSN 926-7171, Commercial (303) 676-7171	
9	DFAS-DE/OCC will send sponsor a receipt of cash collection voucher statement, reflecting paid FMDP premiums. Sponsor must mail this receipt, including a copy of the Dental Explanation of Benefit (DEOB) denial claim, to the following address for processing: DEERS Support Office (DSO) 400 Gigling Road Seaside, CA 93955-6771 DSN 878-3261, Commercial 1-800-538-9552	
10	DSO verifies FMDP enrollment and coverage allowing payment to the patient's dentist from the dental contractor. Questions concerning FMDP denial claims should be addressed to the appropriate dental contractor: If service was prior to 1 February 1996: DDP*DELTA PO Box 269023 Sacramento, CA 95826-9023 1-800-337-9991 If service occurred after 1 February 1996: United Concordia Company, Inc. FMDP Customer Service Camp Hill, PA 17089-8218 1-800-866-8499	

**NOTE:**

Initial reporting of Defense Joint Military Pay System - Active Component (DJMS-AC), transactions to DFAS-DE normally occurs no earlier than 120 days or later than 10 days prior to the effective date of the following actions: Extension of Enlistment, Reenlistment, Retirement, and Separation. Refer to table 6.6.

**Table 6.6. Transitional Status Sponsor.**

<b>When...</b>	<b>Then...</b>
A sponsor's separation or retirement dates have been adjusted due to pending: Administrative discharge Medical review board	Dental premium deductions will stop and result in automatic disenrollment from the FMDP.  Updating PDS with new Date of Separation (DOS), retirement or duty status will not automatically enroll sponsor in the FMDP.
Court-martial conviction, resulting in a non-pay status	
Change of military status from enlisted to commissioned officer and the sponsor's record status in PDS and DEERS reflects active duty	FMDP enrollment through PDS is required to continue with coverage from disenrollment date.

## Chapter 7

### MASTER MILITARY PAY ACCOUNT (MMPA) DC RECORD FILE

#### *Section 7A—Defense Finance and Accounting Service Denver (DFAS-DE) DC File*

**7.1. Overview.** This chapter provides information on:

- FMDP MMPA Record.
- Personnel Concept-III (PC-III) and Base Level Military Personnel System (BLMPS).
- BLMPS DINs and Values.
- BLMPS Update Transaction Scenarios.
- DJMS-AC Reject Code Translation.

**7.2. FMDP MMPA Example:**

- *FMDP Start action currently open:*
  - DC DENTAL CARE DEDUCTION\* **ENTRY -OPEN-DT**97020110 02 1 **CNTRL-CODE 0 ACTION 01 START 9702 DEDTN-MM 3.59 DEDTN-CM 7.19 DEDTN-NM 7.19 DEDTN-RSN1**
- *FMDP Stop action (past history) entry:*
  - DC-DENTAL CARE DEDUCTION\* **ENTRY-OPEN DT** 97010110 02 1 **ENTRY-CLSD-DT**970201 10 02 01 **CNTRL-CODE 2 ACTN 02 START 9701 STOP**9702 DEDTN-MM 3.59 DEDTN-CM 7.19 DEDTN-NM 0.00 DEDTN-AMT 7.19 DEDTN-RSN 1 **WITHDRL-RSNF**.

**NOTE:**

- A **space** indication between DC and DENTAL reflects a current open enrollment, see **Start** action example.
- A **hyphen (-)** indication between DC and DENTAL reflects a closed history entry, see **Stop** action example.
- **ENTRY-OPEN-DT** (date FMDP entry processed to MMPA).
- **ENTRY-CLSD-DT** (date FMDP entry closed out to MMPA).
- **CNTRL-CODE** (current status of sponsor's FMDP).
  - 0=open.
  - 1=suspended (open).
  - 2=history (closed).
  - 3=correction.
  - 5=correction.
  - 6=cancel.
  - 9=awol.

- **ACTN**
  - 01=start.
  - 02=stop.
  - 03=report.
  - 04=change.
  - 05=correct.
  - 06=cancel.
  - V2=separation.
  - Z4=DFAS-DE system adjustment to MMPA.
- **Mid/Entire/Next Month Deductions**
  - **START**(start date of premium deductions).
  - **STOP**(date last premium was deducted).
  - **DEDTN-MM**(middle month deduction).
  - **DEDTN-CM** (entire deduction for the current month).
  - **DEDTN-NM**(deduction schedule for next month).
  - **DEDTN-AMT**(reflects adjustment amount due to change).
- **DEDTN-RSN (reason for deductions)**
  - 1=one family member age 4 or over.
  - 2=two or more family members.
  - 3=one family member under age 4.
  - 5=one family member remotely located.
  - 6=two or more family members remotely located.
  - R=OCONUS Returnee (12-23 month), one family member age 4 or over.
  - S=OCONUS Returnee (12-23 month), two or more family members.
  - T=OCONUS Returnee (12-23 month), one family member remotely located.
  - U=OCONUS Returnee (12-23 month), two or more family members remotely located.
- **WTHDRL-RSN (reason for disenrollment)**
  - A=Dissatisfied with benefit package.
  - B=Dissatisfied with claims processing.
  - C=Dissatisfied with quality of treatment.
  - D=Dissatisfied with premium amount.
  - E= Satisfied, but wish not to enroll after 24 months.

- F=Change duty station CONUS to OCONUS.
- G=Change duty station CONUS to CONUS.
- J=No eligible family members (divorce, death, etc.).
- N=Sponsor in non-pay status.
- O=Sponsor separated.
- P=DEERS override.
- X=FMDP cancellation due to DEERS data mismatch.

**NOTE:**

Withdrawal Reason Codes: N, O, P, and X are system-generated by DEERS, DMDC, and DFAS-DE. The MPF Customer Service Element does not update these codes.

**Section 7B—FMDP Systems Transaction Updates**

**7.3. Personnel Concept-III (PC-III) and Base Level Military Personnel System (BLMPS).** Use the following data base applications for FMDP transaction updates to the (DJMS-AC) file, formerly JUMPS:

- PC-III, FMDP Prompt Screen.
- BLMPS, Data Identification Number (DIN).
- Permanent Transaction Identification (PTI) DDP for assigned sponsor.
- Transitory Transaction Identification (TTI) DDP for sponsor not assigned to your base.

**NOTE:**

DINs PTI and TTI updates require sponsor's assigned record status to reflect "110 (present for duty)":

- DJMS-AC Format ID DC Record File.
- BLMPS End of Day (EOD) processing occurs within 24 hours.
- PC-III processing is dependent upon the gateway connection to the core and access to BLMPS for successful FMDP transactions.

**7.4. BLMPS DINs and Values.**

- 1=Start FMDP enrollment.
- 2=Stop (voluntary) current FMDP enrollment.
- 4=Change election coverage of current FMDP enrollment.
- 6=Cancel FMDP enrollment due to error.

**NOTES:**

- There is a significant difference between UDG DIN value codes 2 and 6:
  - Code 2 is for normal disenrollment conditions.
  - Code 6 is used when a previous action was done in error.
- UDH (DEPN-DEN-PROG-ACTION-DT).

- Update year and month (YYMM) as referenced on signed DD Form 2494 and 2494-1.
- UDI (DEPN-DEN-PROG-DEDTN-REA) premium deduction or withdrawal reason code:
  - Premium deduction (single):
    - 1=(Single rate) for one family member. Spouse, or child age 4 or older and one child under age 4 that is not being enrolled.
    - 3=(Single rate) for one family member. Child under age 4.
    - 5=(Single rate) for one family member. Family member is remotely located from sponsor.
    - R=(Single rate) for OCONUS Returnee with one family member. Spouse, or child age 4 or older and one child under age 4 that is not being enrolled.
    - T=(Single rate) for OCONUS Returnee with one family member. Family member is remotely located from sponsor.
  - Premium deduction (Family):
    - 2=(Family rate) for more than one family member, spouse and child. All family members are enrolled.
    - 6=(Family rate) for more than one family member, spouse and child. All remotely located family members from sponsor are enrolled.
    - S=(Family rate) for OCONUS Returnee with more than one family member, spouse and child. All family members are enrolled.
    - U=(Family rate) for OCONUS Returnee with more than one family member, spouse and child. All remotely located family members are enrolled.
  - Withdrawal reason:
    - A=Dissatisfied with benefits package.
    - B=Dissatisfied with claims processing.
    - C=Dissatisfied with quality of dental treatment.
    - D=Dissatisfied with premium amount.
    - E=Satisfied, disenroll for personal reasons.
    - F=Change of duty station to OCONUS area where FMDP is not available.
    - G=Change of duty station where space available family member dental care is provided.

## 7.5. BLMPS Update Transaction Scenarios.

**Table 7.1. FMDP Scenarios.**

<b>PTI</b>	<b>Condition</b>	<b>Action</b>
DDP	Start FMDP for sponsor who is not assigned to your base. NOTE: Sponsor's record status must reflect 110 to enroll in the FMDP.	UXXAAZZ1 23456789TTI DDPUDG1.U DHYYMM.U DI1.
DDP	Start FMDP for one family member. Spouse or child over 4 years old, and one child under age 4 that is not being enrolled, single rate (code 1).	UXXAAZZ1 23456789PTI DDPUDG1. UDHYYMM. UDI1.
DDP	Start FMDP for more than one family member, spouse and child. All family members are enrolled family rate (code 2).	UXXAAZZ1 23456789PTI DDPUDG1. UDHYYMM. UDI2.
DDP	Start FMDP for one sole family member only, under age 4, (code 3)	UXXAAZZ1 23456789PTI DDPUDG1. UDHYYMM. UDI3.
DDP	Start FMDP for one remotely located family member at single rate (code 5).	UXXAAZZ1 23456789PTI DDPUDG1. UDHYYMM. UDI5.
DDP	Start FMDP for more than one remotely located family member at family rate (code 6).	UXXAAZZ1 23456789PTI DDPUDG1. UDHYYMM. UDI6.
DDP	Change FMDP coverage premium deduction without interruption from single rate to family rate.	UXXAAZZ1 23456789PTI DDPUDG4. UDHYYMM. UDI2.

<b>PTI</b>	<b>Condition</b>	<b>Action</b>
DDP	Cancel start transaction when premium reimbursement is warranted. NOTE: Cancellation date must equal the same date reflected as the FMDP start date on sponsor's MMPA DC file in obtaining full reimbursement.	UXXAAZZ1 23456789PTI DDPUDG6. UDHYMM.
DDP	Stop FMDP coverage premium deduction for disenrollment election (without reimbursement).	UXXAAZZ1 23456789PTI DDPUDG2. UDHYMM. UDIF.

**7.6. DJMS-AC Reject Code Translation.** FMDP Extract of PDS listing under table 146.

**Table 7.2. DJMS-AC Reject Code Table.**

<b>Code</b>	<b>Description</b>
ELC	Transaction equal to MMPA.
ELD	No open DC entry present on MMPA to stop.
ELE	Open DC entry present. Process of DCO4 (change) required.
ELF	No open DC entry present on MMPA to change. Start action required before any change action can occur.
ELG	No open DC entry present on MMPA to cancel.
ELH	Effective date in DC06 (cancel) does not equal start date on MMPA.
ELI	Effective FMDP date is not current or prior month.
ELJ	Sponsor is in a duty status condition not permissible for the FMDP.
ELK	FMDP stop date equal to start date. Process of DC06 (cancel) required.
ELL	FMDP premium deduction reason invalid.
ELP	The attempted FMDP stop (DC02) or cancel (DC06) date transaction is earlier than the start date on the open DC entry. Reinput with stop or cancel date matching appropriate DC entry.
ELT	The DC04 (change) transaction was inputted with an effective date prior to open date on MMPA.
ELV	FMDP transaction rejected at DFAS-DE. FMDP date is less than start date and does not match any history date on MMPA.



## Chapter 8

### FMDP AIR FORCE PROJECT OFFICES AND FORMS PRESCRIBED

#### 8.1. FMDP Air Force Project Offices:

HQ USAF/SGMA  
110 Luke Avenue, Room 400  
Bolling, AFB DC 20332-7050  
DSN 297-5066

HQ AFPC/DPSFR  
550 C Street West, Suite 37  
Randolph AFB, TX 78150-4739  
DSN 487-2089

HQ USAF/REPPA  
1150 Air Force Pentagon  
Washington, D.C., 20330-1150  
DSN 227-3481

HQ USAFR/DPMC  
155 2nd Street  
Robins AFB, GA 31098-1635  
DSN 497-0297

ANGRC/MPPU  
3500 Fetchet Avenue  
Andrews, AFB MD 20331-5157  
DSN 278-7500

**8.2. Forms Prescribed.** DD Form 2494, **TRICARE-Active Duty Family Member Dental Plan (FMDP) Enrollment Election**, dated September 1995, and DD Form 2494-1, **Supplemental TRICARE-Active Duty Family Member Dental Plan (FMDP) Enrollment Election**, dated September 1995.

**8.3. Forms Disposition.** File DD Forms 2494 and 2494-1 in sponsor's Unit Personnel Record Group, Section 1, as prescribed in AFI 36-2608, *Military Personnel Records System*.

MICHAEL D. McGINTY, Lt General, USAF  
DCS/Personnel

## **Attachment 1**

### **GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS**

#### ***References***

DoD 6010.8-R, Civilian Health and Medical Program of the Uniformed Services (CHAMPUS), July 1991  
with Report and Changes 1 - 9

Title 10 U.S.C., Chapter 55

AFI 36-3001, 1 November 1996

AFI 36-2102, 1 June 1996

AFI 36-2608, 1 July 1996

#### ***Abbreviations and Acronyms***

**AD**—Active Duty

**ANG**—Air National Guard

**ANGRC**—Air National Guard Readiness Center

**ARPC**—Air Reserve Personnel Center

**BB**—Benefit Booklet

**CHAMPUS**—Civilian Health and Military Program for the Uniformed Services

**CJR**—Career Job Reservation

**CONUS**—Continental United States

**DDP**—Dependent Dental Plan

**DIN**—Data Identification Number

**EEN**—Eligibility End Date

**ETS**—Expiration Term of Service

**DEERS**—Defense Enrollment Eligibility Reporting System

**DFAS-DE**—Defense Finance and Accounting Service Denver

**DoD**—Department of Defense

**DOS**—Date of Separation

**DMDC**—Defense Manpower Data Center

**DSO**—DEERS Support Office

**FSO**—Financial Service Office

**HBA**—Health Benefits Advisor

**JSM**—Joint Service Member

**LES**—Leave and Earning Statement  
**MMPA**—Master Military Pay Account  
**MPF**—Military Personnel Flight  
**MTF**—Military Treatment Facility  
**OASD/HA**—Office of Assistant Secretary of Defense Health Affairs  
**OCHAMPUS Services**—Office of Civilian Health and Military Program for the Uniformed  
**OCONUS**—Outside Continental United States  
**PCS**—Permanent Change of Station  
**PC-III**—Personnel Concept III  
**PDS**—Personnel Data System  
**RAPIDS**—Real Time Automated Personnel Identification System  
**TDY**—Temporary Duty  
**UPRG**—Unit Personnel Record Group  
**WAPS**—Weighted Airman Promotion System

### *Terms*

**Active Duty Member of a Uniformed Service**—Full-time duty in the active military service of the United States. This includes members of the Reserve Components serving on active duty or full-time training duty, but does not include full-time National Guard duty. Also called AD.

**Adoptive Parent**—A person who adopted the sponsor before the sponsor's emancipation or before the sponsor's 21st birthday.

**Air Force Employee**—An individual employed by the Air Force and appointed in the Civil Service, as defined in Title 5, U.S.C., section 2105a, or required by Air Force regulation to take the oath of office.

**Annulment**—A legal process in which a court of competent jurisdiction nullifies an individual's marriage.

**Armed Forces of the United States**—The military forces of a nation or a group of nations.

**Child**—A sponsor's unmarried legitimate child, adopted child, stepchild, or unmarried person who is placed in the home of the sponsor by a placement agency in anticipation of the legal adoption of the person by the sponsor and who meets one of the following requirements:

- Has not attained the age of 21;
- Has not attained the age of 23, is enrolled in a full-time course of study at an institution of higher learning approved by the Secretary of the Air Force and is, or was at the time of the sponsor's death, in fact dependent on the sponsor for over one-half of his or her support; or
- Is incapable of self-support because of a mental or physical incapacity that occurred while a dependent of a sponsor under either clause above and is, or was at the time of the sponsor's death, in fact dependent on the sponsor for over one-half of his or her support.

**Contract Employee**—A non-government employee under contract, or working for a firm under contract, with the DoD, US Air Force, or other military department.

**Coverage**—Dental premiums are deducted from sponsor's pay, and family members meet DEERS requirement.

**Deceased Member**—Person who was at the time of death a uniformed service active duty member or retired with pay.

**Defense Enrollment Eligibility Reporting System (DEERS)**—A computer based enrollment and eligibility system that the DoD established to support, implement, and maintain its efforts to improve planning and distributing military benefits, including military health care, and to eliminate waste and fraud in the use of benefits and privileges. DEERS can interact with and support systems and programs within DoD and the military departments.

**Dental Contractor**—Specifically authorized to provide dental service under the TRICARE-Active Duty Family Member Dental Plan (FMDP) Program for DoD.

**Dental Explanation of Benefit (DEOB)**—Computer-generated statement mailed to family members and dentists explaining benefits determinations, types of service received, allowable charges, the amount billed, and cost shares on how the claim was processed by the dental contractor.

**Dependent**—A person (family member) whose relationship to the sponsor entitles him or her to benefits. The term "eligible dependent" means a dependent described in 10 U.S.C, chapter 10, section 1072(2), subparagraph (A) spouse, (D) child, or (I) unmarried person, including section 1076a of this title, Dependent's Dental Program.

**Emancipation**—A legal status conferring adulthood on a minor. A child gains emancipation by getting married, joining the military, or obtaining a judicial decree that recognizes adult status. Emancipation of a dependent child under the age of 21 has no effect on the child's entitlement to FMDP benefits. However, if a court order terminates the parent-child relationship, regardless of age of the child, he or she is no longer eligible for FMDP benefits, beginning on the court order's date.

**Family Member**—The same as a dependent.

**Former Member**—A member who performed 20 years of nonregular service and is entitled to retired pay at age 60 upon application but who has been discharged from the Air Force. The former member maintains no military affiliation and is not normally subject to mobilization.

**Health Benefits Advisor (HBA)**—Serves as an advisor to patients and staff in matters involving the TRICARE-FMDP program. Assists individuals who have questions regarding participating FMDP network providers, eligibility, coverage benefits, and preparation of claims. HBAs establish close working relationships with MPF Customer Service personnel and dental contractor's regional Dental Benefits Advisor (DBA) representatives.

**Honorary Retiree**—A member of the Reserves not entitled to retired pay at age 60; therefore, is not entitled to any type of ID card.

**Individual Ready Reserve (IRR)**—A manpower pool consisting of individuals who have had some training and who have served previously in the Active component or in the Selected Reserve and have some period of their military service obligation remaining. Members may voluntarily participate in training for retirement points and promotion with or without pay. Also called IRR.

**In Loco Parentis**—Acting as a parent by assuming parental duties and responsibility. (People in this status do not receive ID cards or FMDP entitlements.)

**Institution of Higher Learning**—A college, university, or similar institution, including a business school, offering post secondary-level academic instruction that leads to an associate or higher degree (no high school diploma), if the school is empowered by the appropriate state education authority under state law to grant an associate or higher degree. The term also includes a hospital offering educational programs at the post secondary level regardless of whether the hospital grants a post secondary degree. The term also includes an educational institution that not located in a State, that offers a course leading to a standard college degree, or equivalent, and that is recognized as such by the Secretary of Education (or comparable official) of the country, or other jurisdiction, in which the institution is located.

**Lawful Spouse, Including Common Law Spouse**—A spouse through either legal or common law marriage. Under this instruction, both relationships entitle spouses to equal benefits and privileges. To be valid, common law marriages must have been entered into in a state that recognized common law marriages. Furthermore, the sponsor or spouse must prove to the base SJA's satisfaction that the relationship is valid. A statement from the base legal office attesting to the validity of the common law marriage constitutes adequate documentation.

**Network Provider**—A dentist or dental hygienist who has signed an agreement with the FMDP contractor to provide benefits under the TRICARE-Active Duty Family Member Dental Plan (FMDP) Program and who agrees to file claims and accept the FMDP allowable amount as payment for services.

**Orphan**—A surviving unmarried child, either natural or adopted, of a uniformed service member who died while on active duty or in a paid retired status. Both parents must be deceased, and surviving child must have been dependent on the parent or parents at the time of their death.

**Placement Agency**—An authorized placement agency in the United States or US territories must be licensed for the purpose of adoption by the state or territory, in which the adoption procedures will be completed. In all other locations, a request for recognition must be approved by the appropriate Assistant Secretary of the Air Force or an appropriate official to whom he or she has delegated approval authority.

**Pre-adoptive Ward**—An unmarried child who has been placed in the home of the member or retired member by a placement agency in anticipation of legal adoption of the person by the member or former member.

**Ready Reserve**—The Selected Reserve, Individual Ready Reserve, and Inactive National Guard liable for active duty as prescribed by law (US code, Title 10, sections 10142, 10152, 12301, 12302, and 12303).

**Real-Time Automated Personnel Identification System (RAPIDS)**—A network of microcomputers linking the MPFs to the DEERS database to provide on-line update of dependent information to the DEERS database.

**Reserve Components of the Armed Forces**—The Air Force assigns reserve members to one of three reserve component categories: the Ready Reserve, the Standby Reserve, and Retired Reserve. It assigns National Guard members to the Ready Reserve. The reserve components of the armed forces are:

- The Army National Guard of the United States.
- The Army Reserve.
- The Naval Reserve.

- The Marine Corps Reserve.
- The Air National Guard of the United States.
- The Air Force Reserve.
- The Coast Guard Reserve.

**Retired Member of a Uniformed Services**—A retired member who is entitled to retired, retainer, or equivalent pay.

**Retired Reserve**—All Reserve members who receive retirement pay on the basis of their active duty and Reserve service; those members who are otherwise eligible for retirement pay but have not reached age 60 and who have not elected discharge and are not voluntary members of the Ready or Standby Reserve.

**Selected Reserve**—Those units and individuals within the Ready Reserve designated by their respective Services and approved by the Joint Chiefs of Staff as so essential to initial wartime missions that they have priority over all other Reserves. All Selected Reservists are in an active status. The Selected Reserve also includes persons performing initial active duty for training.

**Selected Reserve Transition Program**—The Selected Reserve Transition Assistance Program (PL 102-484) consists of the following programs: Separation Pay, Early Qualifications for Retired Pay, and Special Separation Pay. Members under this status are not eligible for the TRICARE-FMDP.

**Service Member**—A member of the United States Armed Forces on active duty for 31 days or more, or a retiree entitled to retired or retainer pay.

**Service Plan Area**—The service plan area for the TRICARE-FMDP consists of the following locations:

- 50 United States.
- District of Columbia.
- Canada.
- Guam.
- U.S. Virgin Islands.
- Puerto Rico.

**Special Separation Benefit (SSB)**—Voluntary separation from active duty with 6 or more years of service. This incentive entitles certain individuals a lump sum payment. It also provides the member and eligible dependents with a DD Form 1173 reflecting 120 days of medical care (CHAMPUS and MTF) and 2 years of commissary and base exchange privileges. Members under this status are not eligible for the TRICARE-FMDP.

**Sponsor**—Military member or civilian employee with dependents.

**Standby Reserve**—Those units and members of the Reserve Components (other than those in the Ready Reserve or Retired Reserve) who are liable for active duty only, as provided in the US Code, Title 10 (DoD), sections 10151, 12301, and 12306.

**TAMP Member**—Military member who was on active duty, or full-time National Guard duty and was involuntarily separated. Members under this status are not eligible to continue with the TRICARE-FMDP upon effective date of TAMP eligibility.

**Totally (100 Percent) Disabled Veteran**—A person honorably discharged from any of the United States Armed Forces and certified by the Department of Veteran's Affairs to be totally (100 percent) disabled as a result of a service-connected injury of disease. Members under this status are not eligible for the TRICARE-FMDP.

**Unmarried Former Spouse**—A person who qualified as an unmarried former spouse, remarried after the divorce from the sponsor, and subsequently became unmarried by reason of death of divorce is not eligible for the TRICARE-FMDP.

**Unmarried Widow or Widower**—A person who married after the death of the sponsor and subsequently became unmarried through death or divorce is not eligible for the TRICARE-FMDP.

**Unremarried Former Spouse**—A person who at the time of divorce was married to the military member for at least 20 years, the military member performed at least 20 years creditable service in determining eligibility to retired pay; and the marriage and the member's creditable service overlapped at least 15 years is not eligible for the TRICARE-FMDP.

**Unremarried Widow or Widower**—A person who has never remarried after the death of the sponsor (or never legally remarried, as in case of an annulment) is eligible to continue with the TRICARE-FMDP if the sponsor was previously enrolled prior to his or her death.

**Uniformed Services**—The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration, and Public Health Service.

**Voluntary Separation Incentive (VSI)**—Voluntary separation from active duty with 6 or more years of service. This incentive entitles certain individuals to an annual annuity payment based on years of service. It also provides the member and eligible dependents with a DD Form 1173 reflecting 120 days of medical care (CHAMPUS and MTF) and 2 years of commissary and base exchange privileges. Members under this status are not eligible for the TRICARE-FMDP.

**Ward**—An unmarried person who:

- Is placed in the legal custody (including guardianship) of the sponsor as a result of an order of a court of competent jurisdiction in the United States, its Territories or possessions for a period of at least 12 consecutive months;
- Either:
  - Has not attained the age of 21;
  - Has not attained the age of 23 and is enrolled in a full-time course of study at an institution of higher learning approved by the Secretary of the Air Force; or
  - Is incapable of support because of a mental or physical incapacity that occurred while the person was considered a dependent of the sponsor under this subparagraph pursuant to either clause above;
- Is dependent on the sponsor for over one-half of his or her support;
- Resides with the sponsor unless separated by the necessity of military service or to receive institutional care as a result of disability or incapacitation or under such other circumstances as the Secretary of the Air Force may prescribe; and
- Is not a child of another member who is eligible to enroll him or her in the FMDP. If so, the child can be enrolled in FMDP under his or her parent-sponsor only.

## Attachment 2

### TRICARE - ACTIVE DUTY FAMILY MEMBER DENTAL PLAN (FMDP) ENROLLMENT ELECTION

Figure A2.1. DD Form 2494 .

TRICARE - ACTIVE DUTY FAMILY MEMBER DENTAL PLAN (FMDP) ENROLLMENT ELECTION			
<b>PRIVACY ACT STATEMENT</b>			
<b>AUTHORITY:</b>	10 USC 55, 1076A (Dental Plan), 5 USC 552a and EO 9397.		
<b>PRINCIPAL PURPOSE:</b>	Used by applicant to apply for dental insurance coverage of family members.		
<b>ROUTINE USES:</b>	None.		
<b>DISCLOSURE:</b>	Voluntary; however, failure to furnish all information could delay or prevent enrollment in the FMDP.		
<b>INSTRUCTIONS</b>			
<p><b>IMPORTANT:</b> FMDP ENROLLMENT AND CLAIMS PAYMENT IS BASED UPON DEERS ELIGIBILITY FOR CHAMPUS. WHEN ENROLLING OR CHANGING FMDP ENROLLMENT, MAKE SURE YOUR DEERS INFORMATION IS CORRECT. EXPIRED ID CARDS WILL AFFECT YOUR CHAMPUS (and Dental) ELIGIBILITY. CHECK YOUR FAMILY MEMBERS' ID CARD.</p> <p><b>NOTE:</b> CHANGES IN FAMILY STATUS (<i>gains and losses</i>) THAT AFFECT YOUR DENTAL PREMIUM MUST BE REPORTED TO DEERS USING DD FORM 1172, "Application for Uniformed Services Identification Card - DEERS Enrollment."</p> <p>FMDP Enrollment is for a minimum of two (2) years, unless:</p> <ul style="list-style-type: none"> <li>(1) Family members lose their CHAMPUS eligibility in DEERS; or</li> <li>(2) Sponsor and family members transfer OCONUS to an area where FMDP is not available and the sponsor voluntarily elects to disenroll all enrolled family members; or</li> <li>(3) Sponsor and enrolled family members transfer to a uniformed services installation that offers space available family member dental care; or</li> <li>(4) Sponsor and family members are returning from an overseas location where FMDP is not available and the sponsor has between 12 and 23 months remaining in the uniformed service.</li> </ul> <p>All family members must be enrolled if any members are enrolled, except:</p> <ul style="list-style-type: none"> <li>(1) Sponsors with one (1) family member age 4 or older and one (1) family member under 4 may elect to enroll as a single premium with only the family member age 4 or older being eligible for the FMDP; or</li> <li>(2) Family members residing in two or more physically separate locations, and only the family members in one or more locations are to be enrolled. Those family members may be enrolled in the FMDP using DD Form 2494-1, "Supplemental TRICARE - Active Duty Family Member Dental Plan (FMDP) Enrollment Election."</li> </ul> <p><b>REMINDER:</b> The FMDP is a "prepaid" plan, which means deductions from your pay must be made in advance of coverage. Coverage for enrolled CHAMPUS eligible family members shall begin the first day of the month following receipt of this form by your personnel activity. For example, if the form is completed in January, coverage begins February 1. However, it is important to note that processing of the enrollment information may take 30 days or more. This means that even though family members are eligible for coverage, a premium deduction may not appear on your LES during the first or second month of enrollment. Premium deductions will be made retroactive to the month the form was completed. It also means that the contractor may not be able to confirm eligibility if family members visit a dentist soon after they are enrolled.</p> <p>Claims for enrolled family members cannot be paid by the contractor until enrollment information is received from the government. If a claim is denied because the contractor cannot verify eligibility, that does not necessarily mean these services will not be covered. Once eligibility verification has been received, the family member or dentist can request reprocessing of the denied claim by calling or writing the contractor.</p>			
<b>SECTION I - ACTIVE DUTY MEMBER ELIGIBILITY INFORMATION</b>			
<b>1. SPONSOR'S NAME (LAST, First, Middle Initial)</b> Doe, John D.	<b>2. SPONSOR'S SOCIAL SECURITY NUMBER</b> 012-34-5678	<b>3. SPONSOR'S GRADE</b> MSgt	
<b>4. SPONSOR'S UNIT</b> 12 FTW, Randolph AFB, TX 78150-5000	<b>5. DATE OF EXPIRATION OF SERVICE OR CONTRACT (As extended) (YYMMDD)</b> 970615		
<b>SECTION II - COVERAGE INFORMATION</b>			
<b>6. ELECTION OF COVERAGE (Enrollment activity must do a DEERS check of family member(s) records and also verify the information below.)</b>			
<b>a. SINGLE PREMIUMS (X the block that describes your enrollment election.)</b>		<b>b. FAMILY PREMIUMS (X this block if you have more than one family member eligible regardless of the family members' ages.)</b>	
1	<input checked="" type="checkbox"/>	I have a sole (1) family member age four (4) or older for whom I am electing coverage. I have no other family members.	
3	<input type="checkbox"/>	I have a sole (1) family member under age four (4) for whom I am electing coverage. I have no other family members.	
1	<input type="checkbox"/>	I have a sole (1) family member age four (4) or older for whom I am electing coverage and one (1) or more family members under age four (4) for whom I am not electing coverage.	
		<b>NOTE:</b> If the above block is marked, all eligible family members regardless of age will be enrolled.	

DD Form 2494, SEP 95 (EG)

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SECTION II - COVERAGE INFORMATION (Continued)	
<b>6.c. SPONSORS WITH 12 TO 23 MONTHS RETENTION RETURNING FROM AN OCONUS AREA WHERE FMDP WAS NOT AVAILABLE:</b>	
<b>NOTE:</b> The following enrollment codes may only be used for sponsors enrolling family members returning from an OCONUS area where FMDP was not available. If the family members did not accompany the sponsor on the OCONUS tour, the sponsor may not enroll the family members.	
<b>R</b>	OCONUS Returnee. I have a sole (1) family member for whom I am electing coverage. I have no other family members age four (4) or older.
<b>S</b>	OCONUS Returnee. I have more than one (1) family member for whom I am electing coverage.
<b>7. TERMINATION OF COVERAGE</b> (Service enrolling activity must cite appropriate documentation to ensure termination conditions are understood and met.)  All terminations due to changes in eligibility for benefits as determined by DEERS will be processed automatically through the system. This type of change will not require action on the part of the sponsor except to ensure the accuracy of his/her DEERS record.  Place an X in the block describing your reason for disenrollment.	
a. MY FAMILY MEMBERS HAVE BEEN ENROLLED IN THE FAMILY MEMBER DENTAL PLAN FOR AT LEAST TWO YEARS (Verified by DEERS, Personnel or Finance file).	
<b>A</b>	(1) I am dissatisfied with the benefits package.
<b>B</b>	(2) I am dissatisfied with claims processing.
<b>C</b>	(3) I am dissatisfied with the quality of dental treatment received.
<b>D</b>	(4) I am dissatisfied with the premium amount I pay.
<b>E</b>	(5) I am satisfied, but wish to disenroll for personal reasons.
b. I HAVE CHANGED MY DUTY STATION:	
<b>F</b>	(6) OCONUS to areas where FMDP is not available.
<b>G</b>	(7) To an installation with space available family member dental care.
<b>8. STATEMENT OF UNDERSTANDING</b>  I have checked my family member information in DEERS and verified the accuracy of the DEERS information. I understand that changes in family size from one to two or more eligible family members (or the reverse) will result in an automatic change in enrollment status and an automatic change in premium. I also understand I may not terminate enrollment based on a change in family size. If my DEERS record indicates a family member is no longer eligible, a change will occur automatically with no action on my part. I further understand that the premium rate for this program is subject to change. I also understand that during the two year minimum enrollment period I cannot disenroll due to a change in premium rate. I understand that enrollment in FMDP automatically terminates the last day of the month of active duty or upon termination of basic pay. I authorize payroll deductions to be taken from my pay based upon the information in DEERS.	
a. SPONSOR SIGNATURE //Signed//	
b. DATE SIGNED (YYMMDD)	
<b>9. WITNESSING OFFICIAL</b> (Give the sponsor a signed copy of this form.)	
a. NAME (Last, First, Middle Initial) Smith, John Doe, J.	
b. GRADE SSgt	
c. SIGNATURE //Signed//	
d. DATE SIGNED (YYMMDD) 950615	
<b>10. REMARKS</b>	

DD Form 2494 (BACK), SEP 95

## Attachment 3

### SUPPLEMENTAL TRICARE - ACTIVE DUTY FAMILY MEMBER DENTAL PLAN (FMDP) ENROLLMENT ELECTION

Figure A3.1. DD Form 2494-1.

SUPPLEMENTAL TRICARE - ACTIVE DUTY FAMILY MEMBER DENTAL PLAN (FMDP) ENROLLMENT ELECTION	
<b>PRIVACY ACT STATEMENT</b>	
<b>AUTHORITY:</b>	10 USC 55, 1076A (Dental Plan), 5 USC 552a and EO 9397.
<b>PRINCIPAL PURPOSE:</b>	Used by applicant to apply for dental insurance coverage of family members.
<b>ROUTINE USES:</b>	None.
<b>DISCLOSURE:</b>	Voluntary; however, failure to furnish all information could delay or prevent enrollment in the FMDP.
<b>CONDITIONS</b>	
<p>This form should only be completed when:</p> <p>(1) Family members are residing in two or more physically separate locations, and only the family members in one or more of the locations are to be enrolled; or</p> <p>(2) There are no family members age four (4) or older and more than one (1) family member under age four (4) and the sponsor elects to enroll the eldest family member; or</p> <p>(3) A sponsor with enrolled family members elects to disenroll some, but not all, enrolled family members based on the enrollment exceptions listed below.</p>	
<b>INSTRUCTIONS</b>	
<p><b>IMPORTANT:</b> FMDP ENROLLMENT AND CLAIMS PAYMENT IS BASED UPON DEERS ELIGIBILITY FOR CHAMPUS. WHEN ENROLLING OR CHANGING FMDP ENROLLMENT, MAKE SURE YOUR DEERS INFORMATION IS CORRECT. EXPIRED ID CARDS WILL AFFECT YOUR CHAMPUS (<i>and Dental</i>) ELIGIBILITY. CHECK YOUR FAMILY MEMBERS' ID CARD.</p> <p><b>NOTE:</b> CHANGES IN FAMILY STATUS (<i>gains and losses</i>) THAT AFFECT YOUR DENTAL PREMIUM MUST BE REPORTED TO DEERS USING DD FORM 1172, "Application for Uniformed Services Identification Card - DEERS Enrollment."</p> <p>FMDP Enrollment is for a minimum of two (2) years, unless:</p> <p>(1) Family members lose their CHAMPUS eligibility in DEERS; or</p> <p>(2) Sponsor and family members transfer OCONUS to an area where FMDP is not available and the sponsor voluntarily elects to disenroll all enrolled family members; or</p> <p>(3) Sponsor and enrolled family members transfer to a uniformed services installation that offers space available family member dental care; or</p> <p>(4) Sponsor and family members are returning from an overseas location where FMDP is not available and the sponsor has between 12 and 23 months remaining in the uniformed service.</p> <p><b>A copy of the completed form must be mailed to: DEERS Support Office, ATTN: DN99, 2511 Garden Road, Monterey, CA 93940-5330.</b> The DEERS Support Office will send the sponsor a letter confirming receipt and processing of the form.</p> <p><b>REMINDER:</b> The FMDP is a "prepaid" plan, which means deductions from your pay must be made in advance of coverage. Coverage for enrolled CHAMPUS eligible family members shall begin the first day of the month following receipt of this form by your personnel activity. For example, if the form is completed in January, coverage begins February 1. However, it is important to note that processing of the enrollment information may take 30 days or more. This means that even though family members are eligible for coverage, a premium deduction may not appear on your LES during the first or second month of enrollment. Premium deductions will be made retroactive to the month the form was completed. It also means that the contractor may not be able to confirm eligibility if family members visit a dentist soon after they are enrolled.</p> <p>Claims for enrolled family members cannot be paid by the contractor until enrollment information is received from the government. If a claim is denied because the contractor cannot verify eligibility, that does not necessarily mean these services will not be covered. Once eligibility verification has been received, the family member or dentist can request reprocessing of the denied claim by calling or writing the contractor.</p>	

DD Form 2494-1, SEP 95 (EG)

PREVIOUS EDITION IS OBSOLETE.

Designed using Perform Pro, WHS/DIOR, Sep 95

SECTION I - ACTIVE DUTY MEMBER ELIGIBILITY INFORMATION			
1. SPONSOR'S NAME (LAST, First, Middle Initial) Doe, John D.		2. SPONSOR'S SOCIAL SECURITY NUMBER 012-34-5678	
3. SPONSOR'S GRADE MSGt		4. SPONSOR'S UNIT 12 FTW, Randolph AFB, TX 78150-5000	
5. DATE OF EXPIRATION OF SERVICE OR CONTRACT (As extended) (YYMMDD) 990615			
SECTION II - COVERAGE INFORMATION			
6. ELECTION OF COVERAGE (Use additional copies of this form if needed for enrolling more family members.)			
5	<input checked="" type="checkbox"/>	I have one (1) geographically separated family member for whom I am electing coverage.	
6	<input type="checkbox"/>	I have more than one (1) geographically separated family member for whom I am electing coverage.	
SPONSORS WITH 12 TO 23 MONTHS RETENTION RETURNING FROM AN OCONUS AREA WHERE FMDDP WAS NOT AVAILABLE:			
NOTE: These enrollment codes may only be used for sponsors enrolling family members returning from an OCONUS area where FMDDP was not available. If the family members did not accompany the sponsor on the OCONUS tour, the sponsor may not enroll the family members.			
T	<input type="checkbox"/>	OCONUS Returnee. I have one (1) geographically separated family member for whom I am electing coverage.	
U	<input type="checkbox"/>	OCONUS Returnee. I have more than one (1) geographically separated family member for whom I am electing coverage.	
List only those family members to be enrolled in the blocks below.			
NAME (Last, First, Middle Initial) a.		FULL CURRENT ADDRESS (Number, Street, City, State, ZIP Code) b.	DATE OF BIRTH (YYMMDD) c.
(1)	Doe, Jane J.	1 Main Street San Antonio, TX 78150-5000	901215
(2)			
(3)			
(4)			
(5)			
(6)			
7. STATEMENT OF UNDERSTANDING			
<p>I have checked my family member information in DEERS and verified the accuracy of the DEERS information. I understand that I must complete a new enrollment form if I want to change the enrollment status of my family members (such as adding family members not listed on this form). I also understand I may not terminate enrollment based on a change in family size. If my DEERS record indicates a family member is no longer eligible, a change will occur automatically with no action on my part. I further understand that the premium rate for this program is subject to change. I also understand that during the two year minimum enrollment period I cannot disenroll due to a change in premium rate. I understand that enrollment in FMDDP automatically terminates the last day of the month of active duty or upon termination of basic pay. I authorize payroll deductions to be taken from my pay based upon the information in DEERS and my coverage election specified above.</p>			
a. SPONSOR SIGNATURE //Signed//			b. DATE SIGNED (YYMMDD) 970115
8. WITNESSING OFFICIAL (Give the sponsor a signed copy of this form.)			
a. NAME (Last, First, Middle Initial) Smith, John Doe, J.	b. GRADE SSgt	c. SIGNATURE //Signed//	d. DATE SIGNED (YYMMDD) 970115

DD Form 2494-1 (BACK), SEP 95